



Government of Tripura
Directorate of Kokborok & Other Minority Languages
Education Department
Siksha Bhavan, Office Lane, Agartala

INVITATION OF SHORT-NOTICE QUOTATIONS

SL. NO.	MATTERS	DATE
1	Date of publishing the Notice inviting Quotation	13.05.2024
2	Last date & time of submission of Bid	17.05.2024 (4:00 PM)
3	Date of opening of Bid	17.05.2024 (5:00 PM)
4	Estimated cost of the work	Rs.24,000/-
5	Completion of Task	by 19-05-2024

Short Notice Inviting Quotation in sealed cover is invited on behalf of the Directorate of Kokborok & OML from a bonafide supplier for **Repairing, Cleaning, and Lubricating electric ceiling fans procurement of electric ceiling fans, and replacing the existing non-functioning fans, etc.** of the Directorate of Kokborok & OML located on the ground floor of Shiksha Bhawan, Agartala as per specification and terms and condition stipulated below: -

PRODUCT SPECIFICATIONS

SL. NO.	WORK PARTICULARS	COST INVOLVEMENT
1.	<ul style="list-style-type: none"> • Repairing, cleaning, and lubricating 48 nos Electric Ceiling Fans of the Directorate of Kokborok and OML. • Procurement of 5 nos Electric Ceiling Fans and replacing the existing non-functioning ceiling fans. 	Rs.24,000/- (Rupees twenty-four thousand) only

Interested bidders/suppliers can submit quotations in sealed envelopes addressed to the Directorate of Kokborok & OML, Shiksha Bhavan Agartala.

The rate should be quoted both in figures & words according to the table given above. Sealed envelopes should have on their top written - **“QUOTATION FOR REPAIRING, CLEANING AND LUBRICATING THE ELECTRIC CEILING FANS, PROCUREMENT OF ELECTRIC CEILING FANS.”**

GENERAL TERMS & CONDITIONS

1. Once the bidder/supplier has submitted the quotation, it will be presumed that the bidder has read, understood & accepted all the terms & conditions stated in the short notice inviting quotation & agrees to comply with the same.
2. Once the bidder/supplier shall be liable to comply with all the statutory requirements/norms issued by the Directorate of Kokborok & OML from time to time.
3. Quoted rate shall be inclusive of all **charges/taxes/levies/transportation charges etc.** including GST or other government taxes which if applicable will be paid as per prevailing rates. **No extra charges shall be paid under any circumstances apart from the quoted rates.**
4. The filled quotation must be submitted to this office by the time and date specified in the tender outlined in the quotation schedule. Any quotation/tender received after the scheduled date & time will be automatically rejected.
5. The quotation incomplete in any form will be rejected outrightly.
6. Any form of canvassing by the Bidder with any officials shall render the tender/quotation liable to be rejected.
7. The contract is non-transferrable fully or partially to any third party or parties.
8. All the fitting & fixing works are required to be completed by **19.05.2024**.
9. Failing to complete the tasks by due date & time will lead to the termination of the whole contract.

PENALTY: After the selection of the bidder/supplier the supplier shall have to honor/comply with the supply order within the stipulated date & period. In case of non-compliance with the order, either in quality quantity, or shape & size, a proportionate amount shall be deducted as a penalty from the bills or the security deposit.

(S. Singh, TCS)
Deputy Director
Head of Office
Kokborok & Other Minority Languages
Govt. of Tripura.