

**GOVERNMENT OF TRIURA**  
**DIRECTORATE OF HEALTH SERVICES**

F.NO.5-III(39) STORE/DHS/2024-25

Dated, Agartala, the ~~06~~ / 09/2024

**SHORT NOTICE INVITING TENDER**

Sealed quotations are hereby invited by the Director of Health Services, Government of Tripura, Agartala from the local reliable resourceful experienced valid licence holder for work of Binding Register ( in different size), Peon Book, General Stock Ledger, Log Book, Name Plate(indifferent size) & Seal of this Directorate of Health Services, Agartala for a period of 1 (one) year from the date of issue of work order.

Details are as follows:-

Sl. No.	Name of Item	Specification	Tentative quantity
1.	Peon Book	58 gsm DFC Paper 1/8 size, 1 to 200 Pages (Roll)	50 nos.
2.	Peon Book	58 gsm DFC Paper 1/8 size, 1 to 400 Pages (Roll)	50 nos.
3.	General Stock Ledger	58 gsm DFC Paper 1/4size, 1 to 500 Pages (Roll)	30 nos.
4.	Attendance Register	58 gsm DFC Paper 1/4size, 1 to 160 Pages (Roll)	24 nos.
5.	Bill Receive & Dispatch Register	58 gsm DFC Paper 1/4size, 1 to 500 Pages (Roll)	25 nos.
6.	Log Book	58 gsm DFC Paper 1/4size, 1 to 200 Pages (Roll)	30 nos.
7.	Name Plate	Preparing & Fixing of One side writing, Wooden Board, size 16" X 7"	20 nos.
8.	Name Plate	Preparing & Fixing of Both side writing, Wooden Board, size 16" X 7"	20 nos.
9.	Name Plate	One side writing on wooden Board, size 16" X 7	20 nos.
10.	Name plate	Both side writing only on wooden Board, size 16" X 7	20 nos.
11.	Table- top Name Plate	Both side writing PVC Board, size 15" X 6	20 nos.
12.	Rubber Stamp	Single line, Polymer	200 nos.
13.	Rubber Stamp	Double line, Polymer	200 nos.
14.	Rubber Stamp	More than double line, polymer	200 nos.
15.	Rubber Stamp	Round Seal with logo, polymer	200 nos.
16.		Round Seal without Logo, polymer	200 nos.

- ❖ The Tender Submission Starts from : 06-09-2024
- ❖ The last date of receiving the Tender : 12/09/2024 up to 5.00 PM
- ❖ The Tender opening Date : 13/09/2024

**Terms and Conditions**

1. Quotation shall be submitted in sealed envelope in two bid system Technical bid and Financial bid addressing to Directorate of Health Services, Government of Tripura, P.N. Complex Gurkhabasti, P.O. Kunjaban, Agartala-799006 within 12/09/2024 up to 5.00 PM.
2. Contact details of bidder (Address, PIN, Mobile No. & e-mail ID) should be mentioned on the envelops.
3. Xerox copy of Pan Card should be submitted with the quotation.

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