

SHORT NOTICE INVITING TENDER

On behalf of the Governor of Tripura the undersigned invites Sealed quotations for rate contract from the reputed firms/agencies/suppliers & other authorized dealers in prescribed format for supply of Some Office Stationeries under Charilam RD Block, Sepahijala, Tripura during the financial year 2023-24 as per specifications and terms & conditions. Detailed Terms & conditions tender documents) and Application Form will be issued from O/o the BDO Charilam on payment of non-refundable application fee @Rs. 1000/- till 20-06-2023. The Tender Box will be kept open for dropping of Tender by the intending Quotationers in the office chamber of the undersigned from 10.00 AM to 4.00 PM w.e.f 12/06/2023 to 20/06/2023, except Govt. Holiday and the box will be opened on 21/06/2023 at 4.00 PM, If tender could not be opened on the mentioned date and time due to some unavoidable circumstances, then the same will be opned on 22/06/2023 at 11.00 am or any other date and time which will be intimated to the bidders.

Sd - Illegible

06/06/2023

**Block Development Officer
Charilam R.D Block
Sepahijala District**

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
CHARILAM R.D. BLOCK : SEPAHIJALA
E-mail : bdocharilam@rediffmail.com

NO.F.10 (4)/BDO/CRL/G-STORE/2015-16/ **3870-78**

Dated- **06/06/2023**

SHORT NOTICE INVITING QUOTATION

Tender in sealed covers are hereby invited for the year 2023-24 by the Programmed officer (Block Development Officer) Charilam RD Block, Sepahijala, Govt. of Tripura from the valid experienced, reputed, registered bidders for supply of various **“Office Stationeries”** as per following Terms and Conditions.

The Tender Box will be kept open for dropping of Tender by the intending quotationers in the office of the undersigned from **10.00 AM to 4.00 PM w.e.f 12/06/2023 to 20/06/2023**, except Govt. Holiday and the box will be opened on 21/06/2023 at 4.00 PM, if possible. If tender could not be opened on the mentioned date and time due to some unavoidable circumstances, then the same will be opened on 22/06/2023 at 11.00 am or any other date and time which will be intimated to the bidders.

The intending Tenderer should quote the rates as per prescribed format given below. The intending tenderers should enclose documents such as copy of CRC/PRTC, PAN Card, TAX clearance certificate (P Tax,), Income Tax Return Acknowledge (ITR-V), GSTIN, Trade License, Aadhaar Card & Bank Pass Book & authorized dealership/ agencyship (if any) as evidence of valid bidder. Any incomplete Tender will summarily be rejected. Specification of **“OFFICE STATIONARIES”** is given below:-

<i>Sl No</i>	<i>Name of articles</i>	<i>Rate per unit</i>	<i>Rate</i>
1	Xerox Paper JK-75 GSM(A-4)	Per Ream	
2	Xerox paper JK-75 GSM (FS)	Per Ream	
3	Calculator-BS-512VII (Bistec)	Per No.	
4	File cover with board(Rajdoot)	Per No.	
5	Paper Flags Oddy(4 color 50x4=200 sheets per packet)	Per pac.	
6	T-pin	Per box	
7	One time pen (Agni 20/20)	Per No.	
8	One time pen blue/blackred (Goldex classy)	Per No.	
9	Register 4 Number (Oxford)	Per No.	
10	Register 6 Number (Oxford)	Per No.	
11	Register 08 Number(Oxford)	Per No.	
12	Register 10 Number(Oxford)	Per No.	
13	Register 16 Number(Oxford)	Per No.	
14	Stock register20 Number(Oxford)	Per No.	
15	Dak dispatch register16 Number(Oxford)	Per No.	
16	Letter received register16 Number(Oxford)	Per No.	
17	Peon book (Oxford)	Per No.	
18	Arm Towel (white)	Per No.	
19	Harpic (500ml)	Each	
20	Stamp pad ink(100 ml violet) Select	Each	
21	Dettol (500ml)	Each	
22	Godrej air Home Air Freshener Spray	Each	
23	Measurement book (Rajdoot)	Per No.	
24	Gum(150 ml bottle)	Per No	
25	Fevi gum tub (50 ml)	Per No	
26	Hand wash (500 ml)	Per No	
27	Phenol(500ml)	Per No	
28	Duster (towel)	Per No	
29	Tag (Catton)	Per Bnd.	
30	Cello tap(1/2 Enc)	Per No	
31	Punching machine (Kangaro single)	Per No	
32	Bucket (RFL 50 liters)	Per No	
33	Stapler pin (Kangaro- No-24/6) per packet 20 Box's	Per packet	
34	Stapler pin (Kangaro-No-101M) per packet 20 Box's	Per packet	
35	Measurement Tap (30-Miter)	Per No.	

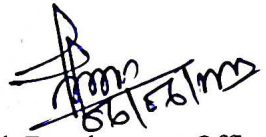


SI No	Name of articles	Rate per unit	Rate
36	Water jug (made of glass)(2 litters)	Per No.	
37	Bulb(LED-12W Bajaj)	Per No.	
38	Battery (Pencil) (Panasonic)	Per No.	
39	Cup & Plate set (Laopala)	Per Set.	
40	Calling bell(Elect.)remote control	Per No .	
41	Clip board (plastic)	Per No.	
42	Envelop brown(4x11)	Per 100 No.	
43	Guard file (Rajdoot)	Per No.	
44	Naphthalene	Per kg.	
45	Odonill	Per pkt.	
46	Sujan (Steel made)	Per No.	
47	Scissor (P235)	Per No.	
48	Stamp pad select(110x70mm violet)	Per No.	
49	Towel(Chair cover)	Per No.	
50	Table glass 2x3 ft.(6mm)	Per No.	
51	Scale (18 Enc)	Per No.	
52	Writing pad (Rajdoot medium)	Per No.	
53	Water Glass set(Milton)	Per set.	
54	Attendance register 04 Number(Oxford)	Per No.	
55	Attendance register 06 Number(Oxford)	Per No.	
56	Plastic paper cover (A4-size)	Each.	
57	Plastic paper stick (A4-size)	Each.	
58	Plastic bucket(100 litters)	Per No.	
59	Note pad (3-leyer)spiral- class mate	Per No.	
60	Pocket dairy-class mate	Per No.	
61	Link lock (ATOOT-50)	Per N0.	
62	Pen (Goldex) Gel	Per N0.	
63	Printer Cartridge 388A (prodot)	Per No.	
64	Printer Cartridge 88A (prodot)	Per No.	
65	Printer Cartridge 12 A (prodot)	Per No.	
66	Printer Cartridge 925 (prodot)	Per No.	
67	Tonner (TN-118) Konica	Per No.	
68	Tonner (NPG-51) Canon	Per No.	
69	Zebronics Zeb-U735 UPS	Per No.	
70	Fingers Fast recharge UPS FR-1097 -4S	Per No.	

The Following Terms and Condition shall apply

1. Tender shall be furnished in sealed envelope addressed to the BDO, Charilam in prescribed format and form laid down in ANNEXURE-A to be issued by the office of the BDO Charilam on payment of non-refundable application fee of Rs.1000/-
2. Quotation should be submitted as per norms and specifications mentioned above.
3. Tenderers will have to deposit **Earnest Money** along with quotation amounting to **Rs.2000/-(INR, Two thousand only)**, in the shape of **Demand Draft** to draw in favour of **The Block Development Officer, Charilam, Sepahijala Tripura** issued by any Bank.
4. **The price quoted should be inclusive of all taxes.**
5. Specification as well as the configuration is required to be maintained strictly as per requirement of the indenter/buyer.
6. **The Block Development Officer, Charilam R.D. Block reserves the right to cancel or reject the quotation including the lowest bidder without assigning any reasons thereof.**
7. Materials should be received in good condition only. The authorized receiving staff of this office shall reserve the right to check the quantity & quality of materials to be supplied .
8. No damage, out of date and out of specification materials will be received from this end.
9. Damage, out of date and out of specification materials found within 15 (fifteen) days from the date of supply will have to return and supply the same within 5(five) days from the date of return by the supplier at his own cost.
10. Materials should be recently manufactured and with at least 1(one) year manufacturing warranty.
11. The sealed cover envelope shall be superscripted by the expression **"OFFICE STATIONARIES"**.

12. Supply should be completed within 10(Ten Days) at Block Head quarter from the date of receipt of supply order.
13. Bill will be raised in triplicate by obtaining certification from GENERAL Store –in-charge for quality checking.
14. Rate should be quoted (both figure & word) for each item separately inclusive of all inevitable taxes if any and carrying loading & Un-loading shall be borne by supplier.
15. Applicable taxes as per Govt. Norms (GST, VAT/Income Tax along with surcharge, etc) if any will be deducted from the bill.
16. Non Fulfilment of any terms and conditions as stated in the tender document for execution of rate contract for supplying office stationaries by the supplier would constitute sufficient ground for ammulment of the award and for fieture of earnest Money Deposit
17. Non supply of goods within stipulated period as per supply order during the contract year may be considered as refusalment of agreement and thus the supplier will be blacklisted and disqualified for participating any tender or quotation in this office for next three years.
18. Item wise lowest bidder will be selected,
19. Once tender dropping means giving consent to the terms & condition.
20. Selected bidders will be informed accordingly.



Block Development Officer
Charilam R.D. Block

Copy forward for kind information and with a request to display a copy of this notice in the notice board of the O/O :-

- 1.The District Magistrate & Collector, Sepahijla ,District, Bishramganj .
- 2.The Sub Divisional Magistrate , Bishalgarh , Sepahijala District, Bishalgarh .
- 3 The Supdt. of Agriculture ,Bishalgarh.
4. The Supdt. of Fishery ,Bishalgarh .

Copy also forwarded for kind information to :

1. The Director, ICAT, Government of Tripura, Gandhighat, for kind information & with a request to publish in single insertion of tender in 2 (two) local dailies.
2. The Director, IT, Indranagar with a request to arrange displaying in state portal for wide publicity.
3. The Account Section /Cashier of this Block.
4. Notice board of Charilam R.D. Block for information of all concerned and necessary action.
5. The Store In-Charge, Charilam RD Block for information.


Block Development Officer
Charilam R.D. Block