

## 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 "Office Equipments like Desktop, Monitor, Printer, Inverter for the purpose of e-office implementation" under Charilam RD Block, Sepahijala, Tripura during the period from January 2025 to December 2025 as per specifications and terms & conditions. Detailed Terms & conditions of tender documents and Application Form will be issued from O/o the BDO Charilam on payment of non-refundable application fee @Rs. 1000/- till 04-01-2025. 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 24/12/2024 to 04/01/2025, except Govt. Holidays and the box will be opened on 06/01/2025 at 11.00 AM, If tender could not be opened on the mentioned date and time due to some unavoidable circumstances, then the same will be opened on 07/01/2025 at 11.00 am or any other date and time which will be intimated to the bidders.

Sd - Illegible

20/12/2024

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

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

NO.F.10 (1)/BDO/CRL/G-STORE/2023/ **9251-62**

Dated- **20**/12/2024

**SHORT NOTICE INVITING QUOTATION**

Tender in sealed covers are hereby invited from the period of January 2025 to December 2025 by the Block Development Officer, Charilam RD Block, Sepahijala, Govt. of Tripura from the valid experienced, reputed and registered bidders for supply of various “Office Equipments like Desktop, Monitor, Printer, Inverter for implementation of e-office” at all GP/VC offices under Charilam RD Block 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 24/12/2024 to 04/01/2025**, except Govt. Holiday and the box will be opened on **06/01/2024 at 11.00 AM**, if possible. If tender cannot be opened on the mentioned date and time due to some unavoidable circumstances, then the same will be opened on 07/01/2025 at 11.00 am or any other suitable 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 EQUIPMENT**” is given below:-

Sl. No.	Name of Office Equipment	Brand name	Quantity	Basic Rate per Qty. (Rs)	Percentage of GST	Total Cost (RS)
1	Desktop Computer with configuration of Intel Core i3-10 <sup>th</sup> Gen Processor or above with minimum 8GB RAM and 512 GB SSD.	HP	1 set			
		Dell	1 set			
2	Desktop Computer with configuration of Intel Core i5-10 <sup>th</sup> Gen Processor or above with minimum 8GB RAM and 512 GB SSD.	HP	1 set			
		Dell	1 set			
3	Monitor 22 inch (HP/Dell)	HP	1 set			
		Dell	1 set			
4	Canon MF 3010 Multifunction Laser Printer	Canon	1 set			
5	HP Multifunction Laser Printer MFP M126nw	HP	1 set			
6	HP Multifunction Laser Printer MFP M126A	HP	1 set			
7	HP Multifunction Laser Printer MFP M128fw	HP	1 set			
8	Inverter 1.5 KVA with batteries of 150ah or above	Luminous	1 set			
9	Inverter 1200VA with batteries of 150ah or above	Exide	1 set			
10	Inverter 1.5 KVA with batteries of 150ah or above	Luminous	1 set			
11	Inverter 1200VA with batteries of 150ah or above	Exide	1 set			


**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.

**Contd. to Page-2**



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 EQUIPMENT**".
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 Fulfillment of any terms and conditions as stated in the tender document for execution of rate contract for supplying office stationeries by the supplier would constitute sufficient ground for annulment of the award and forfeiture of earnest Money Deposit
17. Non supply of goods within stipulated period as per supply order during the contract year may be considered as refusal 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 noticeboard of the O/O :-**

1. The District Magistrate & Collector, Sepahijla ,District, Bishramganj .
2. The Sub Divisional Magistrate , Bishalgarh , Sepahijala District, Bishalgarh .
3. The Executive Engineer, RD Bishramganj Division, Sepahijala District.
4. The SDO, RD Charilam Sub Division, Charilam, Sepahijala.
5. SDO, PWD(R&B), Bishramganj, Sepahijala District.
6. The Supdt. of Agriculture ,Bishalgarh.
7. 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