

GOVERNMENT OF TRIPURA,
OFFICE OF THE BLOCK DEVELOPMENT OFFICER,
MANDWI RD BLOCK, WEST TRIPURA DISTRICT.

No.F.3 (1)/BDO/MDI/CASH/2019-20/ 2556-62 dated: 12/07/2019.

SHORT NOTICE INVITING TENDER.

On behalf of the Governor of Tripura the undersigned hereby invites sealed quotation of rate from the resourceful supplier/vendor for supply of **Stationery items & others (list of items in annexure-A)** to the Block Development Officer, Mandwi RD Block **for the financial year 2019-20.**

The tender will remained open up to 3.00 PM of 22/07/2019 on all working days and tender box will be opened on the same day after 3.30 PM if possible.

Format for submission of quotation:

Sl. No.	Name of items	brand	Unit	MRP (per unit)	Offered rate (in Rs.)
1	2	3	4	5	6

Terms & Condition:

- Earnest money of Rs. 15000/- only** have to be deposited in the form of Demand Draft from any Schedule Bank drawn in favour of **Block Development Officer, Mandwi RD Block** payable at **Mandwi.**
- Bidders should be quoted rates in the Non-Judicial Stamp paper valued of Rs.100/-**
- Rates should be quoted including of all taxes and necessary taxes as applicable will be deducted from the bill at sources.
- Any Co-operative Societies like LAMPS/PACS shall submit tender without adding 5% service charge against each item.
- The successful quotationer will have to supply the material within three days from the date of receiving of supply order.
- Materials should be delivered to this office at block HQ in good condition and any inferior quality of materials will not be accepted by this office.
- The undersigned reserve the right to cancel the whole tender process at any stage without assigning any reason.


Block Development Officer,
Mandwi RD Block.

Copy to:-

- The District Magistrate & Collector, West Tripura, Agartala for kind information.
- The Director, ICAT, Agartala, West Tripura for kind information.
- The Sub-Divisional Magistrate (SDM), Jirania, West Tripura for kind information.
- The Block Development Officer, Jirania/Old Agartala/Dukli/Hezamara/Bamutia/Mohanpur/Lefunga/ Belbari R.D. Block with a request to display SNIT in their notice Board.
- The District Information Officer triwtr@nic.in, DM & Collector Office, West Tripura, Agartala for information and requested to upload the Tender documents at www.westtripura.gov.in
- Email to portal.tripura@gmail.com with a request to arrange floating the tender document in www.tripura.gov.in.
- The Notice Board of this office.


Block Development Officer,
Mandwi RD Block.

Annexure-A

STATIONARY ITEMS & OTHRES

Sl. No	A. Category	Brand	Unit	MRP Rs.(Per Unit).	Quoted Rate Rs. (Per Unit.)
1	Acquaintance Rule Register	OXFORD			
2	All out Machine	All out			
3	Allout Liquid	Good Quality			
4	Attendance Register	OXFORD			
5	Calculator	Citizen			
6	Cello tap curter	Good Quality			
7	Cup Plate	Milton			
8	Dettol Hand Wash	Dettol			
9	Dispatch Register	OXFORD			
10	Door Mat (Papoose).	Good quality			
11	Eveready Battery	Eveready			
12	File Book.	OXFORD			
13	Flax	Good quality			
14	Gate Pass Book.	OXFORD			
15	Good Night Liquid	Good night			
16	Highlight Pen	Good quality			
17	Reynolds (TRIMAX)	Good quality			
18	Ledger Book (No.10)	OXFORD			
19	Ledger Book (No.20)	OXFORD			
20	Measurement Book	OXFORD			
21	Measurement Tape	Good quality			
22	Mosquito Hit	All out			
23	Plastic Folder	Good quality			
24	Pencil battery	Eveready			
25	Receipt Register	OXFORD			
26	Red Salu (Cloth)	Good Quality			
27	Register-No.10	OXFORD			
28	Register-No.12	OXFORD			
29	Register-No.20	OXFORD			
30	Register-No.30	OXFORD			
31	Register-No.4	OXFORD			
32	Register-No.6	OXFORD			

33	Register-No.8	OXFORD		
34	Room freshner (Rose,Chandan,jasmine)	Good quality/odonil		
35	Scissor	Good quality		
36	Stapler Machine (Big size)	Kangaro		
37	Stapler Machine (small size)	Kangaro		
38	Stepler Machine (Kangaro HD-1217)	Good quality		
39	Stock Register	OXFORD		
40	Towel (Big size white)	Good quality		
41	Towel(Duster)	Good quality		
42	Xerox paper (A4 size)	JK sparkle		
43	Xerox paper (A4 size)	Copier		
44	Xerox paper legal size	JK Copier		
45	Xerox paper legal size	JK Sparkle		
46	Wooden pencil	Good quality		
47	Alpin /Tpin	Good quality		
48	Candle	Good quality		
49	Cello Tape	Good quality		
50	Clip Board	Good quality		
51	Correction Pen	Good quality		
52	Cotton Tread	Good quality		
53	Dak Pad	OXFORD		
54	Dot pen One Time	AGNI 20/20		
55	Dustbin	Good quality		
56	Duster Cloth	Good quality		
57	Engagement Pad	Rajdoot		
58	Envelop (big Size)L- 24cm &B-12cm.	Good quality		
59	Envelop (Small Size)L- 14cm&B-8cm	Good quality		
60	Eraser	Good quality		
61	Executive diary	Rajdoot		
62	File cover & Board	Good Quality		
63	Flag Stick	Good quality		
64	Gum Pot	Good quality		
65	Highlighter	Good quaiity		
66	James Clip	Good quality		
67	Knife	Good quality		
68	Lock & key	link		
69	Marker pen	Good quality		
70	Naphthalene	Good quality		
71	Napkin	Good quality		

72	Note Pad (Ordinary)	Good quality			
73	Note Pad (VIP)	Good quality			
74	Note Sheet	Good quality			
75	Odonil	Good quality			
76	Pad Ink	Apollo			
77	Paper weight	Good quality			
78	Pen stand	Good quality			
79	Peon book	OXFORD			
80	Punching machine	Good quality			
81	Scale	Good quality			
82	Soap (Vim)	Good quality			
83	Spoon	Good quality			
84	Stamp pad	Apollo			
85	Stapler Pin	Good quality			
86	Stick for Banding With cover	Good quality			
87	Suzan	Good quality			
88	Tag	Good quality			
89	Three Quarter Dish	Good quality			
90	Water Glass	Milton			
91	Water Glass Lid	Milton			
92	Water sponge	Good quality			
93	Field book	Good quality			
94	Calling Bell(Manual)	Good quality			
95	Charger Light	Good quality			
96	Electric (Tea Maker)	Good quality			
97	Gurder	Good quality			
98	Harpic	Harpic			
99	Key Beg	Good quality			
100	Mug	Good quality			
101	Phenol	Good quality			
102	Plastic Bucket	Good quality			
103	Screw Driver & Tester	Good quality			

104	Seat cushion	Good quality			
105	Table glass	Good quality			
106	Toilet brush	Good quality			
107	Torch light	Eveready			
108	Tray	Good quality			
109	Umbrella	Good quality			
110	Vehicle Log book	Good quality			
111	Wall Clock	Good quality			
112	White Makin Cloth	Good quality			
113	Ambipure /Godrej	Good quality			
114	<i>Laser Pinter Cartridge (88A)</i>	<i>HP/PRODOT / IMAGE</i>			
115	<i>Laser Pinter Cartridge (05A)</i>	<i>HP/PRODOT / IMAGE</i>			
116	<i>Toner (canon copier) 14FIO1YY1212</i>	<i>CANON</i>			

To
The Block Development Officer
Mandwi R.D. Block, Tripura (W).

Sub: - Submission of Tender for the Stationery official articles along with necessary enclosures, Earnest Money Deposit and other Annexure-'A'.

Ref :- NO. F. 3(1)/BDO/MDI/CASH/2017-18/ ,

Dated:.....

Sir,

In response to above, I am submitting the rates for the items as per Terms & Conditions of the DNIT, mentioned above in your prescribed Performa.

Following particulars are also furnished below for your perusal and necessary action.

1. Bidder's detailed mailing/ Postal Address including phone No. :-
2. Address of Sailing Unit :-
3. Detail of Earnest Money Deposit :-
4. List of Enclosures :-

9. DECLARATION: - I do hereby declare that I have personally gone through the relevant DNIT in details and understood all the clauses, terms & Conditions and agreed to abide by them to.

Encl :- **As stated.**

Yours faithfully,

(Full Signature of bidder with date & seal if any)