

**GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
JAMPUI HILL R. D. BLOCK: NORTH TRIPURA**

No.F.3(1)/BDO/JMP/NAZ/2022-23/ 5416-22 Dated, Vanghmun, The 13th July'2022

SHORT NOTICE INVITING QUOTATION

On behalf of the Governor of Tripura the undersigned invites **Short Notice Inviting Quotation (SNIQ) for supply of office stationeries and other related/petty materials for the Financial Year (2022-23)** from local registered traders/cooperatives dealing in the items listed in **Annexure-A & B**

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has to attach D-Call amounting Rs. 5,000/- (Rupees Five Thousand) only in favour of the Block Development Officer, Jampui Hill R. D. Block, North Tripura from any Nationalized Bank payable at Vanghmun.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Officer, Jampui Hill R.D. Block on and from 15th July to 30th July, 2022 up to 3:00 PM (working Days).

The quotation will be opened on **30th July, 2022 at 3.30 P.M.** in the presence of the bidders/ authorized representatives who are willing to remain present at the time of opening of the quotation.

Sl. No.	Name of Items	EMD	Enclosures
1	Office stationeries and other related/petty materials (Enclosed in Annexure A & B with this SNIQ)	Rs. 5000/-	Attested photo copy of 1. Permanent Account Number 2. GST Registration certificate 3. Shop/store registration certificate 4. Trade License (If applicable) 5. Bank Pass Book 6. ADHAAR card (without enclosures bid will not be accepted)


(Pijush Deb)

**Block Development Officer
Jampui Hill R. D. Block : North Tripura.**

TERMS & CONDITIONS

1. The lowest bidder shall sign an agreement with the Block Development Officer, Jampui Hill R.D. Block within 7 days of receipt of offer. If fails to do so, the 2nd lowest bidder may be awarded the contract, if found suitable.
2. The selected supplier shall have to supply the items to the Office of the Block Development Officer, Jampui Hill R.D. Block within 5 days of receipt of every supply orders; If fails, the undersigned may give chance to the supplier to supply the ordered items within another few days or security money in the shape of deposit-at-call may be forfeited or the agreement may be cancelled.
3. The lowest bidder shall have to supply the ordered items as per specification indicated in Annexure-A& B. If any inferior, duplicate or damaged item intended for supply is found, it shall be outright rejected by the undersigned and the supplier shall replace such item within 3 days.
4. In case the inferior/damaged/duplicate item is supplied unnoticed but detected later, the undersigned shall inform the supplier immediately and the item shall be replaced within 7 days by the supplier. If the supplier refuses to replace such item, the undersigned may forfeit the security money (D-call).
5. No item/materials shall be accepted beyond the supply order and agreed rates of materials
6. Bidder will be selected against each item as per rate quoted by the bidder.
7. In case of high fluctuation of rates in the market during the contract period, the BDO reserves the right to cancel the agreement and may call a fresh tender with intimation to the supplier.
8. All statutory deductions shall be made from bills, i.e., payment shall be inclusive of taxes.
9. Any item may be struck off/out by the undersigned from Annexure A & B (list of materials) even after finalization of rate and bidder.
10. The undersigned reserves the right to cancel the whole affairs without giving prior notice/information to the supplier, if necessary.

(Pijush Deb)

Block Development Officer
Jampui Hill R. D. Block: North Tripura

Copy to:-

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, Agartala for favour of kind information with a request for a single insertion in 3 (Three) local dailies (Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information with a request to display in the Notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Panisagar/~~Dasda~~/Dasda/Laljuri/Jubarajnagar/ *Damcherra* Kalacherra/Kadamtala R. D. Block, for information with a request to arrange for display the notification in the notice board.
5. The DIA, North Tripura (e-mail- tridmn@nic.in) for information with a request to upload in Tripura State Portal and North District official website.
6. The Tripura State Portal (portal.tripura@gmail.com) with a request to float the quotation at Tripura Portal. www.tripura.gov.in.
7. Notice Board of this Office.

(Pijush Deb)

Block Development Officer
Jampui Hill R. D. Block: North Tripura

(Prescribed pro-forma)

To
The Block Development Officer
Jampui Hill R.D. Block
Kanchanpur Sub-Division, North Tripura.

Subj: Submission of tender for supply of office stationery and other related/petty materials along with necessary documents and EMD.

Ref: No.F.3(1)/BDO/JMP/NAZ/2022-23 /----- dated -----

Sir,

In response to the above, I am submitting the rates for items listed in the Annexure-I of the SNIT as per terms and conditions:

- 1) My address:
- 2) My Mobile No:
- 3) Address of shop:
- 4) EMD detail:
- 5) List of enclosures:

DECLARATION: I do hereby declare that I personally gone through the SNIT and understood all the clauses, terms & conditions and agreed to abide by it.

Dated:

Enclosure: As stated

Yours faithfully

**(Signature of bidder
with date and seal, if
any)**

Annexure-A
LIST OF ITEMS/MATERIALS (Office Stationery)

Sl. No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees (Per unit)
1	Stapler (24/6)	Kangaro			
2	Stapler (10)	Kangaro			
3	Stapler pin (24/6)	Kangaro			
4	Stapler pin (10)	Kangaro			
5	Single Punch	Kangaro			
6	File Cover with board	Rajdoot/Star			
7	Tag (Cotton)	Good Quality			
8	Register No-4 (Plain & Rule)	Ipsita/Delux			
9	Register No-6 (Plain & Rule)	Ipsita/Delux			
10	Register No-8 (Plain & Rule)	Ipsita/Delux			
11	Floor Cleaner	Good Quality			
12	Toilet Cleaner(500 ML)	Harpic			
13	Toilet Brush (1.5 ft.)	ISI Marked			
14	Pencil Battery	Eveready			
15	White Ink Correction Pen (7 ML)	Kores			
16	Glue Sticks (8Gm)	Kores			
17	Highlighter Pen	Camlin/Kores			
18	Room Freshener (100 ML) Lemon	Good Quality			
19	Permanent Marker	Good Quality			
20	Stamp Pad (Big Size)	Camlin/Kores			
21	Stamp Pad (Small Size)	Camlin/Kores			
22	Phenyl (black 500 ML)	Good Quality			
23	Phenyl (white 500 ML)	Good Quality			
24	Alpin (Box)	Good Quality			
25	Copier Paper (75 GSM)	JK			
26	A4 Size Xerox Paper (70 GSM)	JK			
27	Plastic Folder	Good Quality			
28	Mosquito Liquid With Machine(Complete Set)	Mortein/Good night			
29	Note Pad (20 Pages)	Good Quality			
30	Calculator SC-1405EX	Samay			
31	Calculator, OT 1600T(120 Step check & Correct Auto play, 12 Digit	Good Quality			
32	Envelop (6" X 12")	Good Quality			
33	Envelop (12" X 15")	Good Quality			
34	Ledger Book No-20	Good Quality			
35	One Time Dot pen (Blue/Red/Black/Green	Smart Gel			
36	Towel (White) Big	Good Quality			
37	Hand Wash (200 ML)	Dettol			
38	Received Register (200 pages)	Ipsita/Delux			
39	Despatch Register (200 pages)	Ipsita/Delux			
40	Attendance Register (100 pages)	Ipsita/Delux			
41	Stock Register (200 pages)	Ipsita/Delux			
42	Lock & key 7 lever	Good Quality			
43	Flower broom	Good Quality			
44	Stick Jharu (Flower)	Good Quality			
45	Double side Foam Tape (Premier	Good Quality			
46	Floor Mob	Good Quality			
47	Hardened Paper(For making of Envelope	Good Quality			
48	Sutli (for File)	Good Quality			
49	Suzan	Good Quality			
50	Scale (Medium)	Good Quality			
51	Calling Bell (Electronic)	Good Quality			
52	Pilot HI- tech-point Pen 05 (Blue)	Good Quality			
53	Measurement Book	Good Quality			
54	Field Book	Good Quality			
55	Solid tape Black/Red/Green/	Good Quality			
56	Scissor (12 Inch)	Good Quality			

Annexure-B

LIST OF ITEMS/MATERIALS (Computer Accessories)

Sl. No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees (Per unit)
1	Computer Monitor (18.5/19.5 inch)	HP/Dell			
2	Computer Mouse	HP/Dell			
3	Computer Key Board	HP/Dell			
4	Computer Key Board Mouse Set	HP/Dell			
5	Computer UPS	Numeric/Luminous			
6	Scanner	Canon			
7	Mother Board H41	Asus/Zebronic/Gigabyte			
8	Mother Board G41	Asus/Zebronic/Gigabyte			
9	Mother Board H61	Asus/Zebronic/Gigabyte			
10	Printer HP Laser Jet all in one	HP			
11	Processor (Dual Core)	Intel			
12	Processor (i3 3 rd Generation)	Intel			
13	RAM 2 GB (DDR 2)	Sumsung/Toshiba			
14	RAM 2 GB (DDR 3)	Sumsung/Toshiba			
15	RAM 4 GB (DDR 2)	Sumsung/Toshiba			
16	RAM 4 GB (DDR 3)				
16	SMPS	Good Quality			
17	Computer Printer P-1008	HP			
18	All in One Cartridge Compatible for 925 for MF3010 printer (Canon) and 88A (Lap care)	Lap care and Canon			
19	Anti Virus (Total Security)	Single User			
20	Anti Virus (Total Security)	Three User			
21	MYVN 65W super Vooc Charger Data Sync Fast Charging Type-C Cable USB 2.0	Realme			
22	Hard Disk 1 TB	Good Quality			
23	Pen drive- 8 GB	Good Quality			
24	Extention cord (Spike Buster)	Good Quality			
25	Lan-HUB (10 port)	Good Quality			
26	Internet Switch 6 port	Good Quality			
27	Lan-Cable Cat-6 (For Connection of Internet)	Good Quality			
28	CPU	LENOVO / HP			

