

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
KATHALIA R.D BLOCK, SEPAHIJALA


No.F.4(2)BDO/KTL/NAZ(Part-I)/PNIT/2019-20/ 7725-35 Dated:- 06/11/19

PRESS NOTICE INVITING QUOTATIONS

On behalf of Governor of Tripura, the undersign invites sealed quotations from the person(s)/register dealer(s)/Co-operative(s)/Firm(s)/SHG(s) for supply of **Various Stationery Articles** as per enclosed list as **ANNEXURE:-A & B** from **8th November 2019 to 20th November 2019 up to 3 p.m** (Office hours & days only). The bidders should quote the rate both in figures and words in the quotation in **ANNEXURE-A & B** (enclosed). The bidder should submit required documents and Earnest Money (to be deposit in the shape of D/call/Bank draft/fixed deposit in favour of the undersigned on any nationalized bank of India) along with the quotation. Any incomplete bid will be summarily rejected. Quotation should only be dropped in the specific box kept in the office chamber of the undersigned. Format for quoting rate terms & condition, specification of item are available in the office of the BDO, Kathalia R.D. Block, Sepahijala Tripura up to **19 th November 2019** (during office hours & working days only). The Box will be opened on the last day at 4.00 p.m. if possible if for any unforeseen reason Quotation box cannot be opened in the last day it will be opened in the next working day.


The terms & condition and other details may be seen in the office of the undersigned.

<i>Description of item</i>	<i>EMD</i>	<i>Enclosure</i>
Supply of various Office Stationery Articles	Rs. 5,000/-	Self attested copy of Registration/Trade licence, Valid Clearance Certificate of sale tax department, copy of PAN card, copy of GST Registration.


(Prabal Kanti Deb)
Block Development Officer.
Kathalia R.D Block ,
Sepahijala District.

Copy to:-

1. αThe District Magistrate & Collector, Sepahijala Dist for kind information.
2. αThe Director, ICA, Government of Tripura Agartala for kind information and requested to publish at least 3 (Three) nos widely circulated daily/local News paper.
3. αThe Chairperson / Vice Chairperson, Kathalia Panchayat Samiti / BAC for kind Information.
4. αThe District Information Officer, Sepahijala District, Tripura for information & requested to publish in district and state website.
5. αThe Sub-Divisional Magistrate, Sonamura for kind information with a request to display the notice in their notice board.
6. αThe Superintendent of Agriculture, Kathalia, Sepahijala, for kind information and with a request to display the same in the office notice board.
7. αThe Inspector of School, Sonamura, Sepahijala District, for kind information and with a request to display the same in the office notice board.
8. αThe SDO, PWD(DWS), Melaghar Sub-Division for information with a request to display the notice in their notice board.
9. αThe BDO Mohanbhog / Boxanagar / Nalchar for kind information and with a request to display the same in the office Notice Board.
10. The Assistant Accounts Officer of this office for information.
11. Store In-Charge of this office for information.


Prabal Kanti Deb
Block Development Officer.
Kathalia R.D Block , Sepahijala Dist.

(To be written in the Non-Judicial Stamp Paper)

To
The Block Development Officer
Kathalia R. D. Block, Sepahijala District.

Subject:- Submission of Quotation/Tender for supply of various Stationery Articles under Kathalia R.D Block.

Ref No.

1. j Eligibility of bidder: - Bidder should be a Registered Trader along with up to date relevant documents.
2. j Necessary enclosure along with Quotation/Tender clearance certificate:- i) Self attested copy of Registration/Trade License, ii) Copy of PAN card, (iii) copy of GST Registration (iv) Valid clearance Certificate of Sale Tax Department.
3. j Required earnest money deposit (Rs. 5,000/-) (All certificates should have validity up to **20th November, 2019**) (Without any such enclosure, quotation will be rejected)
4. j Date of floating of Quotation : **08-11-2019.**
5. j Last date of issuing of Quotation form : **20-11-2019.**
6. j Value of Non-Judicial Stamp Paper :- Rs. 100/- (Rupees One Hundred).
7. j Last date & time of dropping of quotation :- **at 3 PM of 20-11-2019.**
8. j Probable date of opening of quotation :- **20-11-2019** in the office of the undersigned
(Interested bidder may remain present).

Sir,

In response to above, I am submitting the rate for the item as per terms & conditions of the quotation mentioned above in your prescribed pro-forma.

Enclose:- As stated.

(Full Signature of Bidder with date.)



General Terms and Conditions

1. Eligible and interested bidders should drop complete and sealed quotation in the box kept in the chamber of the undersigned up to 3.00 PM of **21th November 2019**. Each and every page (including blank pages) should be signed by the bidder which will be part and parcel of the quotation. Self attested photo copies of valid documents as per direction in the 1st page quotation should invariably be enclosed with the quotation and otherwise the quotation will be rejected.
2. Bidder must deposit required earnest money as stated in the 1st page of tender form in the shape of fixed deposit/Bank draft/Deposit at call in favour of the undersigned on any nationalized Bank of India/TGB/TSCB. Without EMD in appropriate shape the quotation will summarily be rejected.
3. Bidder may be asked once or more by the undersigned for negotiation/justification/analysis of quoted rates after opening of the tender.
4. Approved rates will remain valid for 2(Two) year from the date of approval of rates without any price variation clause.
5. Necessary statutory deduction (including tax & charges) will be deducted from the bill if supplier/contractor fails to provide necessary document not to deduct them from the bill at source.
6. Rate must include all tax & charges and to be quoted in the specified annexure-A & B of the tender form. Any overwriting/correction etc. should duly be initial by the bidder. Any clarification/explanation regarding the quotation should be wanted from the undersigned before dropping of tender.
7. If last day of quotation dropping become suddenly holiday or normal activities of office works get disrupted due to any strike/natural calamity the last date of dropping may be deferred to next working date as per decision of the tendering authority. In this regard decision of the issuing authority to defer or not to defer is final. If deferred, this will only be available in office notice board.
8. If necessary, total order may be divided amongst more than accepted bidders at the approved rates.
9. Any conditional discount or other extraneous terms & conditions from bidders end will not be entertained and quotation will be declared informal.
10. Any quotation not complying with the requirement /full filling the terms & conditions of the quotation will be declared as informal.
11. Quotation issuing authority reserves the right to accept or reject any quotation including first lowest tender without assigning any reason.
12. The successful bidder will be termed as supplier after issuance of supply order. Tendering authority i.e. the undersigned as purchaser and he/she will be paying authority for making payment against specified and dully accepted stores.
13. The quotation should be submitted in the sealed covered duly superscripted as "Quotation for supplying the Stationary Articles" addressed to the Block Development Officer, Kathalia R D Block, Sepahijala Tripura.
14. Successful quotationer shall have to supply the ordered materials as per specification. No inferior or duplicate materials will be entertained by this office. In case of such supply the D-Call money (Security Deposit) will be forfeited as usual course.
15. The successful quotationer shall have the liable to supply the items within 7(seven) days from the date of receipt of the supply order from this office. If the supplier fails to supply the items as per requirement within due time, the security money as deposited in the shape of D-Call will be forfeited.

After issue of supply order the supplier will dispatch the materials having invoice/challan of the respective supplier indicating clearly all the relevant information to the specific destination as would be indicated in the supply order in favour of the purchaser/receiving officer. Otherwise materials will not be received by the receiving officer.

(Full Signature of Bidder with date)



SPECIAL SHEET (TO BE FILLED BY BIDDER)

1. Bidder's name and detailed E-mail/postal address including phone number:-
2. Details of Earnest Money Deposit:-
3. List of enclosures:-
4. Past experience (If any):-

(Full Signature of Bidder with date)

A handwritten signature in black ink, appearing to be 'Zuh' or similar, with a horizontal line underneath.

List of Items/Materials (Computer Accessories)

SL No	Name of Items	Brand/Model	Unit	Rate per unit (Including all tax & others if any)
1	Cartridge 88A	Prodor	1 No	
2	Cartridge 925	Prodor	1 No	
3	Cartridge (Xerox) 2530 NPG	Canon	1 No	
4	Cartridge 78A	Prodor	1 No	
5	Cartridge 36A	Prodor	1 No	
6	Cartridge 912	Prodor	1 No	
7	Cartridge 2612A	Prodor	1 No	
8	Cartridge (Xerox) 28	Canon	1 No	
9	Cartridge 303	Prodor	1 No	
10	Key Board	HP/Dell	1 No	
11	Mouse	HP/Dell	1 No	
12	Printer (Laser)	HP P1505	1 No	
13	Printer (Laser)	HP 1108	1 No	
14	Pen Drive 32GB	HP/Sony	1 No	
15	Pen Drive 16 GB	HP/Sony	1 No	
16	A4 Paper (75 Gsm)	JK Copier	1 Rim	
17	FS Legal Size paper (75 Gsm)	JK Copier	1 Rim	
18	Monitor (19.5 inch)	HP/Dell/AOC	1 No	
19	CD (Blank)	Sony	1 No	
20	Computer Extension Cord	Skill	1 No	
21	UPS	APC/Luminous	1 No	
22	Scanner	HP	1 No	

(Full Signature of Bidder with date)



List of Items/Materials (Office Stationary)

SL No	Name of Items	Brand/Model	Unit	Rate per unit (Including all tax & others if any)
1	File Cover & Board	Star/Rajdoot	1 No	
2	Folder	Good Quality	1 No	
3	T-Pin		1 Box	
4	Guard File (Plastic)	Good Quality	1 No	
5	Clip Board (Plastic)	Good Quality	1 No	
6	Gems clip (Plastic)	Good Quality	1 Box	
7	Binding Register 4 no		1 No	
8	Binding Register 6 no		1 No	
9	Binding Register 8 no		1 No	
10	Binding Register 12 no		1 No	
11	Binding Register 16 no		1 No	
12	Binding Register 20 no		1 No	
13	Budget Control Register		1 No	
14	Stock Register		1 No	
15	Bucket Plastic 20 LTR	RFL	1 No	
16	Toilet Brush		1 No	
17	Harpic 500 ml		1 Rim	
18	Lizol 500ml (Lemon)		1 No	
19	Hand Wash 200 ml	Dettol	1 No	
20	Soap 100 gm	Dettol	1 No	
21	Tag (cotton)		1 Bundle	
22	Stapler 24/6	Kangaroo	1 No	
23	Stapler pin 24/6	Kangaroo	1 Pkt	
24	Stapler 10	Kangaroo	1 No	
25	Stapler pin10	Kangaroo	1 Pkt	
26	White ink	Doms	1 No	
27	Writing Pad (Normal)		1 No	
28	Water Sponge		1 No	
29	Highlighter	Luxar	1 No	
30	Marker pen (Permanent)		1 No	
31	Sujan (Iron Handle)		1 No	
32	Spiral Writing Pad 14 x1.6	Luxor	1 No	
33	Tube Light 40W	Philips/Bajaj	1 No	
34	Pencil Battery	Eveready	1 No	
35	Gum Pot 150 ml	Camlin	1 No	
36	Gum Pot 750 ml	Camlin	1 No	
37	Fevi Stick		1 No	
38	Paper Flag		1 Pkt	
39	Mug (Plastic)		1 No	
40	Naphtali		1 Pkt	
41	Lock & Key TOOT 50	Link	1 No	
42	Lock & Key TOOT 65	Link	1 No	
43	Knife (Plastic Handle)		1 No	
44	Envelop 12x 8 (colored)		100 nos	
45	Envelop 8 x 4 (Colored)		100 Nos	
46	Envelop FS size yellow		1 No	
47	One time Gel Pen (Black/White)	AGNI	1 Pkt	
48	Odonil	Godrej	1 No	
49	Punch Machine (Single)		1 No	
50	Punch Machine (Double)		1 No	
51	Towel (Small)		1 No	
52	Towel (Big) white		1 No	
53	Glass	Borosil	6 Set	
54	Glass Cover		12 set	

55	Calculator (12 digit)	Casio	1 No	
56	Wall Clock	Ajanta	1 No	
57	Broom (Flower)		1 No	
58	Broom (Coconut Stick)		1 No	
59	Stick Broom		1 No	
60	Bulb CFL 14 & 18 W	Philips/Havel's	1 No	
61	Scale 12 Inch		1 No	
62	Stamp Pad (Big)	Faber-Castell	1 No	
63	Stamp Pad Ink		1 No	
64	Paper Weight (Glass)		1 No	
65	Carbon A4		1 Pkt	
66	Carbon FC		1 Pkt	
67	Cello tap 1"		1 No	
68	Cello Tap 3"		1 No	
69	Penile White 1 ltr(Lemon)		1 No	
70	Room Freshener		1 No	
71	Seat cushion (16 x 16)		1 No	
72	Bad Sheet 6 x 7 Ft.	Bombay Dying	1 No	
73	Pillow cover	Bombay Dying	1 No	

(Full Signature of Bidder with date)



DECLARATION

I do hereby declare that I have personally gone through the relevant detailed notice inviting tender/quotation and undersigned all the clause, specifications of quoted items, and having been fully satisfied I have suppressed no facts in the quotation which could debar me to participate into the quotation. If it is revealed after opening of the quotation that any fact is suppressed by me, issuing authority shall have the right to reject my quotation. I do affirm that all the term & condition are unconditionally accepted by me. I have no objection if any extra terms & conditions are added which are mutually acceptable will be accepted by me.

(Full Signature of Bidder with date)

A handwritten signature in black ink, appearing to be 'R. K. Singh', is located at the bottom left of the page.