

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**OLD AGARTALA, WEST TRIPURA**

No. F.2 (15)/BDO/OAGT/LPC (PS)/2019-20/ 569

Dated: - 23.05.2025

**SHORT TENDER NOTICE INVITING QUOTATION**


The Undersigned on behalf of the Governor of Tripura invites sealed rate quotation for supply of Office Stationeries/Articles, Sewing Machine, Computer, Printer, Scanner, UPS, Purchase and Installation Automatic Sanitary Napkin Vending & Disposal Machine & RO with IPR Machine from the bonafide Authorized dealer and suppliers who have experience to supply the said articles to the different Govt. Offices and autonomous bodies as per following terms and conditions of this quotation to drop in tender box in the BDO's Office, Old Agartala RD Block, West Tripura District upto 11<sup>th</sup> June '2025, 03:00 pm. The items and specifications are available in the O/o the BDO, Old Agartala RD Block and [www.tripura.gov.in](http://www.tripura.gov.in).

The quotation will be opened on 11.06.2025 at 04:00 pm, if possible in the presence of the interested suppliers who have participated in the bidding process. The earnest money in the shape of D-call of Rs. 10000/- (Rupees Ten thousand) only shall be deposited in each case in favour of the **Block Development Officer, Old Agartala RD Block**, West Tripura District from any nationalized bank and the same D-Call should be attached with their quotation.

The quality of articles should be good quality and in good condition. The interested bidder may be asked to collect rate quote form and details of supply items from this Office before dropping the quotation. In this connection the bidder may also be asked to submit the current GST clearance, income tax clearance Registration certificate. The details Terms & Conditions are available in the Office i.e. Old Agartala RD Block as well as [www.tripur.gov.in](http://www.tripur.gov.in).

The detailed terms & conditions are mentioned as below:-

11. The Supply Order will be placed by the Office as and when required the items.
12. The sealed cover envelop shall be superscripted by the expression "TENDER FOR SUPPLYING OF OFFICE STATIONARY ARTICLES/ SEWING MACHINE / COMPUTER/ PRINTER /UPS/ RO TO OLD AGARTALA RD BLOCK"
13. The rate should be quoted both in figure and words inclusive of all taxes and charges including transportation cost and fitting and fixing at the work site which includes any site within geographical boundary of Old Agartala RD Block.
14. The tender shall be dropped in the specific tender box kept in the store Section of BDO's Office, Old Agartala RD Block.
15. The materials should be supplied along with delivery challan as per specification of the tender and within 07(seven) days from the date of issuance of supply order or instruction directly to the Office of the undersigned (store Section).
16. Un-specified materials will not be received and it should be replaced by the supplier at his own cost as per terms and specifications. The replacement may also be ordered even after receipt of the articles and in case of any deviation is found from the quality and quantity asked for.
17. Refund of earnest money will be held up till completion of supply of materials for the period of 01(one) year and the same may be forfeited if the Supplier, after being awarded with supply order, fails to supply the materials as per specification within stipulated period.
18. Necessary taxes would be deducted as applicable as per norms of Govt.
19. The tenderer should produce 03(three) years income tax, professional tax & GST etc Tax clearance
20. The undersigned reserve the right to accept or reject any tender form or the whole process without assigning any reason.

  
(Dr. Santanu Datta, TCS)  
Block Development Officer  
Old Agartala R. D. Block

Copy to:-

1. The Director I.C.A Govt. of Tripura for kind information & with a request for arranging single insertion of tender in three Bengali Local dailies.
2. The Technical Director & DIO, NIC, West Tripura District for kind information with request to display the Notice to District Website.
3. Email to portal [Tripura@gmail.com](mailto:Tripura@gmail.com) with a request to floating the Tender in [www.tripura.gov.in](http://www.tripura.gov.in).

Copy also forwarded to:-

1. The District Magistrate & Collector, West Tripura District for favour of kind information please.
2. The Sub-Divisional Magistrate, Sadar and Jirania sub division, West Tripura for kind information with request to display the matter in the notice board.
3. All BDOs under West Tripura District, for favour of information with a request to display the matter in the notice board.
4. The Executive Officer, Jirania Nagar Panchayat for favour of kind information with a request to display the matter in the notice board.
5. The Executive Officer, Ranir Bazar Nagar Panchayat for favour of kind information with a request to display the matter in the notice board.
6. Superintendent of Agriculture, Jirania for favour of kind information with a request to display the matter in the notice board.
7. Superintendent of Fisheries. Jirania for favour of kind information with request to display the matter in the notice board.
8. Notice Board of this Office.



Block Development Officer,  
Old Agartala R.D. Block

Details list of Article				
SL. No.	Name of Article	Specification	Brand	Rate/Unit
1	Pen	Gel	Add Gel	
2	Brush (Toilet)			
3	Calculator	12 Digit	Orpat/Bistec	
4	Carbon Paper			
5	Correction Fluid			
6	Clip Board			
7	Crtridge	925	ProDot	
8	Cushion			
9	Duster			
10	Dettol Hand Wash			
11	Dettol Soap			
12	File Cover			
13	File Board			
14	Glue		Febistick	
15	Crtridge	88A	ProDot	
16	Crtridge	110A	ProDot	
17	Crtridge	12A	ProDot	
18	Crtridge	05A	ProDot	
19	Folder			
20	Finyle			
21	Field Book	Oxford		
22	Guard File			
23	Gum Paste			
24	Harpic	500 ml		
25	Hilighter Pen			
26	Jens Clip			
27	Kham (Envelop)			
28	Knife			
29	Lock	Link		
30	Marker Pen			
31	Mark Flag			
32	Markin Clothe			
33	Measermnt Book	Oxford		
34	Note Pad			
35	Note Sheet			
36	Pen	One time	Agni Gel	
37	Peon Book			
38	Pen Stand			
39	Paper weight			
40	Punch machine	Kangaro		
41	Page Marker			
42	Re stick pad			
43	Receive Despatch Register	Big		



44	Register	No. 04		
45	Register	No. 06		
46	Register	No. 10		
47	Register	No. 12		
48	Stapler	Big	Kangaro	
49	Stapler	Small	Kangaro	
50	Scale			
51	Stamp Pad			
52	Suzan			
53	Stapler pin	Big	Kangaro	
54	Stapler pin	Small	Kangaro	
55	Scissors			
56	Stock Book			
57	Service Kham			
58	Stamp pad ink			
59	Sticky Note			
60	T-pin			
61	Tag			
62	Towel			
63	Writing Pad			
64	White Board marker pen			
65	Xerox Machine Toner	NPG59	ProDot	
66	Xerox Paper	A-4 Size	JK	
67	Xerox Paper	Legal Size	JK	
68	Computer Desktop	Processor-i3-12Gen-Min-3.6ghz, 8GB DDR4 Ram, 500GB ssd, USB Optical Mouse, USB Multimedia Keyboard, Windows 11 Home/Pro, Office 2019 Basic, Wifi & HDMI in & out, Monitor - 21", APC -600VA, 230V.	HP/DELL/Lenovo	
69	Printer	Laser Printer	HP/Cannon	
70	UPS			
71	Scanner		HP/Cannon	
72	Tailor Foot Sewing Machine (Including Machine, Top, Stand, Table & Accessories)		USHA/SINGER	
73	RO with IPR			
74	Purchase and Installation Automatic Sanitary Napkin Vending & Disposal Machine	Fully Automatic, Electronic Model, Programmable, Electronic data retrievable, all motors boards operate on DC, Front Loading		