

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**PADMABIL R.D. BLOCK**

No.F.2 (4)/BDO/PDL/NAZ/NIQ(SA)/2018-19/

Dated- 31<sup>st</sup> May, 2019

**NOTICE INVITING QUOTATION**

The Block Development Officer, Padmabil R.D. Block invites sealed "QUOTATION"(s) from the person(s)/Register dealer(s)/Co-Operative(s)/Firm(s)/SHG(s) for supplying the **Stationery Articles** as per enclosed list as **ANNEXURE-A.**

Quotation sealed in cover will be received up to **10-06-2019** at **3.00 PM** in the Office room of the undersigned and will be opened on the same day at **3.30 PM**, if possible. Quotationer shall drop their quotation in the Tender Box which is available in the Office room of the undersigned and they should remain present during the time of opening of the Tender Box as on **10-06-2019** at **3.30 PM**.

Quotationer shall have to submit the following documents with the quotation. In absence of any one of the following documents no quotation will be considered for acceptance.

1. **Registration Certificate/Trade Licence.**
2. **GST Registration Certificate.**
3. **PAN Card/I.T. Clearance Certificate.**
4. **Deposit at call for Rs.10,000/-**

**Terms & Condition**

- i) Quotationer will deposit **Rs.10,000/-** (Rupees Ten thousand) only in favour of the Block Development Officer, Padmabil R.D. Block in the shape of Deposit at Call (D-Call) of any recognized Bank which will be retained in this office as 'Security Deposit' in case of successful quotationer.
- ii) The successful quotationer shall have the liability 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 Deposit at call will be forfeited.
- iii) 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.
- iv) Tender Box will be kept in the chamber of Undersigned.
- v) Validity of Contract shall remain alive up to 2(two) years from the date of its acceptance.
- vi) The Tender should be submitted in sealed covered duly superscripted as "**Tender for supplying the Stationery Articles**" addressed to the Block Development Officer, Padmabil R.D. Block, Khowai Tripura.
- vii) Payment should be made on the basis of bill raised by the supplier supported by necessary Tax clearance certificates.
- viii) The authority reserves all the rights to reject or accept any quotation even the lowest one also without citing any reason.
- ix) Tax would be deducted as per stipulated guideline.

**Encls:- Annexure – A.**

Sd/-

Block Development Officer  
Padmabil R.D. Block

**Copy to:-**

1. The District Magistrate & Collector, Khowai, Tripura for favour of his kind information please.
2. The Sub Divisional Magistrate, Khowai Tripura for favour of his kind information please.
- 3-7. The Block Development Officer, Khowai/Kalyanpur/Tulashikhar/Teliamura/Mungiakami for his kind information & requested to display the above 'Notice' in the Notice Board please.
- 8-16. The Supdt. Agriculture Padmabil/ Supdt. Horticulture, Khowai/ Supdt. Fisheries, Khowai/ The Sub ZDO, Baijalbari Sub-Zonal/The Ranger, Padmabil Forest Range/The VAS, ARDD, Padmabil/The SDO, DWS, Padmabil/The SDO, PWD, Padmabil/The Sr. Manager, TSECL, Padmabil for his kind information & requested to display the above 'Notice' in the Notice Board please.
17. The DIO, Khowai Tripura for information and requested to published to the Website of Khowai District.
18. The SIO, ICAT, Khowai for information & requested to display the 'Notice' in the Notice Board please.He is also requested to make wide publicity by publishing it in the Newspapers.
19. The In-Charge of all 17 ADC Villages for information & requested to display the above 'Notice' in the Notice Board.
20. Notice Board of this office.

Sd/-

Block Development Officer  
Padmabil R.D. Block

## List of Stationery Articles

Annexure-“A”

Sl .No.	Name of Items	Brand/ Model	Unit	Rate per unit(Including all tax & others if any)
1.	A4 Paper	JK/Image	01 Ream	
2.	Alpin-T		01 Box	
3.	Antivirus DVD		1 No.	
4.	Art paper		Per sheet	
5.	Arch File(Ring)		01 No.	
6.	Almirah Steel (Office type)		01 No.	
7.	Attandance Register (4 No.)	Oxford	01 No.	
8.	Bucket Plastic 10 Ltrs.		01 No.	
9.	Bucket Plastic 20 Ltrs.		01 No.	
10.	Brush toilet		01 No.	
11.	Bulb LED-9 & 11Watt	Philips	01 No.	
12.	Bulb CLF-14 &18watt	Philips	01 No.	
13.	Bed Sheet 6 ft x7 Fit	Bombay dying	01 No.	
14.	Broom(Flower) Jharu		01 No.	
15.	Broom Coconuts Jharu		01 No.	
16.	Battery Pencil	Eveready	01 No.	
17.	battery for Calling bell &TV	Eveready	01 No.	
18.	Calulator-12 digit	Bistec	01 No.	
19.	Calulator-Scientific		01 No.	
20.	Candle 200 gm		Per Pkt.	
21.	Clip board (Plastic)		01 No.	
22.	Cup plate Set	Born China	Per set	
23.	Carbon A4		1 Pkt.	
24.	Carbon FC		1 Pkt.	
25.	Cello tap 1”		01 No.	
26.	Cello tap 3”		01 No.	
27.	Correction Pen	Artline	01 No.	
28.	Car Freshener	Godrej air	01 No.	
29.	CD (Blank)	Sony	01 No.	
30.	Calling Bell (Electric)	Hevels	01 No.	
31.	Calling Bell (Normal)		01 No.	
32.	Candle Stand		01 No.	
33.	Cartridge 925	Canon	01 No.	
34.	Cartridge 88A	HP	01 No.	
35.	Cartridge (Xerox) NPG-28	Canon	01 No.	
36.	Cartridge 49A	HP	01 No.	
37.	Cartridge 88A	ordinary	01 No.	
38.	Cartridge 49A	ordinary	01 No.	
39.	Cartridge 925	ordinary	01 No.	
40.	Cartridge MLT 109	ordinary	01 No.	
41.	Chair Steel with arm	Godrej	01 No.	
42.	Chair Plastic with arm	Nilkamal/RFL		
43.	Chair wooden with arm	Karai	01 No.	
44.	Charger light (Lenten type)	Philips	01 No.	
45.	Capacitor (Ceiling Fan)	Bajaj/Philips	01 No.	
46.	Collin		01 No.	

47.	DVD (blank)	Sony	01 No.	
48.	Duster towel		01 No.	
49.	Dak Pad(Plastic)four folder		01 No.	
50.	Dish full	Born China	01 Set.	
51.	Door mat(Plastic)3fit x 1.5 fit		01 No.	
52.	D-Link Switch 8 port	D-Link	01 No.	
53.	D-Link Switch 16 port	D-Link	01 No.	
54.	Envelop-12 X 8 Yellow		01 No.	
55.	Envelop-8 X 4 Yellow		01 No.	
56.	Envelop A4 size Yellow	lamination	01 No.	
57.	Envelop FS size Yellow	lamination	01 No.	
58.	Eraser	Camlin	01 No.	
59.	Electric Chalk	Bajaj/Philips	01 No.	
60.	Electric Fan(Ceiling)	Usha	01 No.	
61.	Electric Fan(Stand)	Usha	01 No.	
62.	Engagement pad		01 No.	
63.	File board & Cover	Rajdoot	01 No.	
64.	File folder (Plastic)		01 No.	
65.	Flex writing		Per Sqf	
66.	Fire box		01 No.	
67.	Fevical (100 gm)		01 No.	
68.	Fevi stick		01 No.	
69.	Gel pen (VIP) 0.5 hi-tech		01 No.	
70.	Gel pen-Octane		01 No.	
71.	Gum pot 100 ml.	Camlin	01 No.	
72.	Gum pot 750 ml.	Camlin	01 No.	
73.	Gum tube	Camlin	01 No.	
74.	Glass lid		01 No.	
75.	Glue stick	Artline	01 No.	
76.	Guard file		01 No.	
77.	Hit (Black)		01 No.	
78.	Hit (Red)		01 No.	
79.	Highlight pen		01 No.	
80.	Heric		01 No.	
81.	Holder for bulb	Havels	01 No.	
82.	Iron bucket- 10 ltrs.		01 No.	
83.	Iron bucket -15 ltrs.		01 No.	
84.	Jems clip (Plastic)		01 No.	
85.	Juice Glass=6 nos per packet	Borosil	Per Pkt.	
86.	Knife		01 No.	
87.	Key board with mouse	HP	0 1 set	
88.	Lock & key TOOT -50	Link	01 No.	
89.	Lock & key TOOT -65	Link	01 No.	
90.	Lizol		01 No.	
91.	Liquid hand wash	Dettol	01 No.	
92.	Mosquito Coil liquid	Good knight	01 No.	
93.	Marker pen (Slim) permanent	Camlin	01 No.	
94.	Marker pen permanent	Camlin	01 No.	
95.	Mug (Plastic)		01 No.	
96.	Motherboard (dual Core processor)		01 No.	
97.	Monitor LED 18"	HP	01 No.	
98.	Mop (steel body)		01 No.	
99.	Napthalene		Per Pkt.	

100.	Pen ( Red/Black/Blue)	Linc	01 No.	
101.	Odonil		01 No.	
102.	Paper weight		01 No.	
103.	Penile white 1 ltrs (lemon)		01 No.	
104.	Plastic dustbin(Jhuri)		01 No.	
105.	Pen (Gel)	Linc	01 No.	
106.	Pen Stand VIP double		01 No.	
107.	Pen Stand single		01 No.	
108.	Pen drive 8 GB	Sony	01 No.	
109.	Pen drive 16 GB	Sony	01 No.	
110.	Punch Machine (Single)		01 No.	
111.	Punch Machine (Double)		01 No.	
112.	Pin Cushion		01 No.	
113.	Printer HP 1108	HP	01 No.	
114.	Printer Canon MF 3010	Canon	01 No.	
115.	Printer Canon LBP6018B	Canon	01 No.	
116.	Quarter Plate	Born China	01 Set.	
117.	Room Freshener		01 No.	
118.	Register Roll No - 4	Oxford	01 No.	
119.	Register Roll No - 6	Oxford	01 No.	
120.	Register Roll No - 8	Oxford	01 No.	
121.	Register Roll No - 12	Oxford	01 No.	
122.	Register Roll No - 16	Oxford	01 No.	
123.	Register Roll No - 24	Oxford	01 No.	
124.	Received Register -8	Oxford	01 No.	
125.	RAM (DDR3) 2GB		01 No.	
126.	RJ 45 Plug		01 Box.	
127.	Stapler 24/6	Kangaroo	01 No.	
128.	Scanner	HP	01 No.	
129.	Stapler-10	Kangaroo	01 No.	
130.	Stapler pin 24/6	Kangaroo	01 No.	
131.	Stapler pin (10)	Kangaroo	01 No.	
132.	Selling Wax		Per Pkt.	
133.	Short hand book		01 No.	
134.	Stock register No. 10 & 22	Oxford	01 No.	
135.	Sticky slip (Single)		01 No.	
136.	Sticky slip (Double)		01 No.	
137.	Sketch Pen	Artline	01 No.	
138.	Sujan (bodkin)Iron		01 No.	
139.	Stamp Pad ( 11.5 X 6.5)	Camlin	01 No.	
140.	Stamp Pad ( Big)	Camlin	01 No.	
141.	Stamp pad Ink 500 ml	Camlin	01 No.	
142.	Sharpener	Camlin	01 No.	
143.	Seat Cushion 16x16		01 No.	
144.	Soap 100 gm	Dettol	01 No.	
145.	Scissor (big)	Kangaroo	01 No.	
146.	Spoon -Tea (Steel)		01 Dozen.	
147.	Spiral Writing pad 14 X 1.6 cm	Luxor	01 No.	
148.	Scale steel		01 No.	
149.	Towel (Big)		01 No.	
150.	Towel (Medium)		01 No.	
151.	Trunk Steel) Medium		01 No.	
152.	Tag (Cotton)		01 No.	

153.	Thread ball		01 No.	
154.	Table cloth		Per Mtr	
155.	Table glass		Per ft	
156.	Transparent Sheet		01 No.	
157.	white board marker	Artline	01 No.	
158.	Table Steel (Clerical)		01 No.	
159.	Table wooden (Clerical)		01 No.	
160.	Table Plastic	Nilkamal	01 No.	
161.	Tube Light 40 W	Bajaj	01 No.	
162.	Tube light LED 20W	Bajaj/Philips	01 No.	
163.	Writing pad (normal)		01 No.	
164.	Water glass (Ordinary)		01 set.	
165.	Water glass	Borosil	01 set.	
166.	Water jug (Plastic)		01 No.	
167.	Wooden pencil	Nataraj	Per Pkt.	
168.	Wall Clock (Round) Big	Ajanta	01 No.	
169.	Water Sponge		01 No.	
170.	Water bottle (500 ml)	Bailly/Bisleri	01 No.	
171.	Water bottle (1 ltr)	Bailly/Bisleri	01 No.	
172.	Web Cleaner(Plastic)		01 No.	
173.	Water Filter(Cement) 500 Ltr		01 No.	
174.	Water Drum 20 Ltr(Drinking)		01 No.	

Sd/-

Block Development Officer  
Padmabil R.D. Block

## **FORMAT**

To  
The Block Development Officer  
Padmabil R.D. Block  
Khowai Tripura

**Ref. Quotation No.** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Sir,**

With reference to the above, I would like to inform you that I acknowledge your above Quotation. I intend to participate the quotation for supplying Stationery Articles.

Details of specification / rate are furnished below:-

SL. No.	List of items	Model / Company/Brand	Unit	Amount in Rs. (Inclusive of all Taxes & others)	Remarks (if any)
1	2	3	4	5	6

If my Quotation / Offer is accepted, I undertake to complete delivery within stipulated period.

I accept all the instructions, Terms & Conditions of the quotation.

Dated the \_\_\_\_ day \_\_\_\_ 2019

Yours faithfully

Signature with Seal