

**GOVERNMENT OF TRIPURA
OFFICE OF THE PROGRAMME OFFICER
BLOCK DEVELOPMENT OFFICER
LALJURI R.D BLOCK: NORTH TRIPURA**

F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/3188

Date:-04/08/2020

SHORT NOTICE INVITING QUOTATION

The undersigned on behalf of the Governor of Tripura invites short quotation from the local bonafide vendor of particulars /materials listed below:-

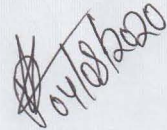
Sl	Name of Particulars/Materials	Rates quoted	Remarks
1	Fixed Asset Register, FTO Register, Work order Register, Demand and Allocation register, Jobcard Register, Normal Register 4,6,8,10,12, Seven Register-1 (part B), Field Book, MB Book, Demand form, Muster Roll Issue Register, Muster roll receipt Register, HP Laserjet Catridge 12A & 88A, A4 size paper, File Board & Cover, Canon Catridge model 103/303/703.		Rate should be quoted for each material separately.

The short quotation will be submitted in the prescribed format for use in the MGNREGA section of this block and to be dropped in the tender box in the chamber of BDO, Laljuri R.D Block.

The rate should be quoted both in figures and words as per prescribed format enclosed . The quotation has to attach D-Call amounting to Rs-2000/- (Rupees Two Thousand) only in favour of the Programme Officer(BDO), Laljuri R.D Block from any nationalised bank payable at Laljuri, Kanchanpur , North Tripura.

The stated sealed cover of the quotation should be captioned "QUOTATION FOR RATE FOR SUPPLY OF MATERIALS" sealed quotation should be dropped in the tender box, kept in the chamber of the undersigned from 05/08/2020 to 17/08/2020 within 3.00 P.M during office hours.

The quotation will be opened on the same day at 4.00 P.M if possible in presence of such parties or their authorised representatives who may remain present at the time of opening of the quotation.



Programme Officer
(Block Development Officer)
Laljuri R.D Block : North Tripura

Terms & Conditions

1. All delivery of materials shall be completed within the specified period as period mentioned in the supply order to the MGNREGA section of this Block. Failing which the supply order may be treated as cancelled without any communication & undersigned reserves the right to make alternative arrangement for the same. However, actual date & time of delivery of mater shall be fixed with prior contact with the undersigned by the supplier.
2. The material must be of approved standard quality.
3. The quotationer should submit a copy of residential proof documents in regards to permanent resident of Tripura along with quotation.
4. The quotationer has to produce a license from the competent authority along with quotation.
5. Rate to be quoted should not be exceed the approved rate of RD Dept.
6. Improper quality or any unspecified/bad quality materials will not be received, if any unspecified materials if found it must be replaced by the supplier on his own cost or it may also be summarily rejected without assigning any reason.
7. The rate is applicable for supply for the whole financial year 2020-21 and in no case any request for higher rate will be considered. It includes loading, unloading up to delivery points in proper manner.
8. At the time of payment of bill/bills, necessary taxes will be deducted from the bills as per rules and this office will issue necessary "tax deduction certificate" to the supplier.
9. Bill/Bills to be raised in triplicate obtaining certification of the MGNREGA section-in-charge in this effect that the materials so received by the office in good condition of appropriate quality & quantity as per supply order.
10. PO(BDO), Laljuri R.D Block reserves the right to cancel any particular supply order without assigning any reason at any time.
11. The material shall be received by the MGNREGA section after through counting at delivery points & satisfaction regarding quality.
12. The supply of materials shall be done during working days & working house (11.00 A.M to 4.00 P.M) of the specified period. Advance contact with the MGNREGA cell of this office shall be made by the supplier so that employees of section can remain present & receive materials. In no conditions materials shall be received by anybody other than the MGNREGA cell as mentioned.
13. Any violation of terms & Conditions shall call for forfeiture of security deposit (B-Call) & non-payment of bill without any further information.

N.B:- Agreement shall be signed by coming at this office before executing any delivery.

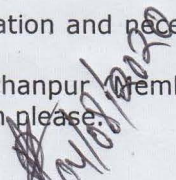

Programme Officer
(Block Development Officer)
Laljuri R.D Block : North Tripura

To

1. The Director, ICAT, Government of Tripura for kind information with request to arrange to publish in 3(three) (A-quality) local dailies (Bengali & English) in single insertion.
2. The Director, Information & Technology Deptt., Govt. of Tripura, Agartala, West Tripura with request to float the tender at Tripura State Portal www.tripura.gov.in.
3. The Technical Director & DIO, NIC, North Tripura District, Dharmanagar for kind information with a request to display the notice in District Official Website please.

Copy to:-

1. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information please with a request to display in the notice board.
2. The SDM, Kanchanpur/Dharmanagar/Panisagar, North Tripura for kind information please with a request to display the matter in the notice board.
3. The PO(BDO), Kadamtala/Kalacherra/Jubarajnagar/Panisagar/Damcherra/Dasda/Jampui Hill R.D. Block for information with a request to display the matter in the notice board of concern offices for wide publicity.
4. The Accounts section/Cashier of this Block for information.
5. The Junior Engineer (In-charge, Store Section) of this Block for information and necessary action.
6. The Superintendent of Agriculture/ Superintendent of Fisheries of Kanchanpur (Member of LPC Committee of Laljuri R.D.Block) for information and necessary action please.
7. Notice Board of this office for wide publication.


Programme Officer
(Block Development Officer)
Laljuri R.D Block : North Tripura

Format for quotation of rate sheet for each item

Sl. No.	Name of Stationery	Brand	unit	Quoted rate per unit(Both word & figure)
01	02	03	04	05
1	Work order Register	Oxford	No	
2	Demand and Allocation register	Oxford	No	
3	Jobcard Register	Oxford	No	
4	Normal Register 4,6,8,10,12	Oxford	No	
5	Seven Register-1 (part B)	Oxford	No	
6	Field Book	Oxford	No	
7	MB Book	Oxford	No	
8	Demand form	Good Quality	No	
9	Muster Roll Issue Register	Oxford	No	
10	Muster roll receipt Register	Oxford	No	
11	HP Laserjet Catridge 12A	HP	No	
12	HP Laserjet Catridge 88A	HP	No	
13	A4 size paper	JK copier		
14	File Board & Cover	Good Quality	Set	
15	Canon Catridge model 103/303/703	HP	No	
16	Fixed Asset Register	Oxford	No	
17	FTO Register	Oxford	No	


 Programme Officer
 (Block Development Officer)
 Laljuri R.D Block : North Tripura

**GOVERNMENT OF TRIPURA
OFFICE OF THE PROGRAMME OFFICER
BLOCK DEVELOPMENT OFFICER
LALJURI R.D BLOCK: NORTH TRIPURA**

F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/ 3188

Date:- 04/08/2020

To

The Director,
Directorate of Information & Cultural Affairs,
Gandhighat, Agaritala, West Tripura.

Subject: - Publish the Short Notice Inviting **Quotation (SNIQ)** in the Local News Paper (3 Nos) For **Office Stationeries, Vide No. F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/3173-82 Date:-04/08/2020.**

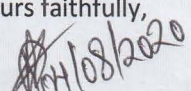
Sir,

With reference to the subject cited above, I am to enclose a format below for **Short Notice Inviting Quotation (SNIQ)** for **Office Stationeries, Vide No.NO.10(1)/ PO(BDO)/LJR/TENDER/MGNREGA/2020-21/ 3173-82 Date:-04/08/2020** for Publishing in the leading local news paper **before/on 07/08/2020.**

In this regard, you are requested to take necessary arrangement for publishing the aforesaid advertisement in the leading local news paper .

This is for your kind information and necessary action please.

Yours faithfully,


(Pinku D. Barma TCS-II)
Block Development Officer
Laljuri RD Block, Tripura(N).

**GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
LALJURI R.D. BLOCK, NORTH TRIPURA.**

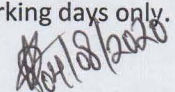
. F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020- 21/3173-82

Date:-04/08/2020

SHORT NOTICE INVITING RE-TENDER

On behalf of the Governor of Tripura, the undersigned invite sealed tender office stationeries under Laljuri R.D. Block, Kanchanpur, North Tripura in connection with smooth running of office works during the financial Year 2020-21 from Registered Vendors/traders/Cooperative Societies dealing in the items, for details, office of the undersigned may be communicated.

The Tender Box will be kept open from 05/08/2020 to 17/08/2020 during working days only.


(Pinku D. Barma TCS-II)
Block Development Officer
Laljuri RD Block, Tripura (N).

**GOVERNMENT OF TRIPURA
OFFICE OF THE PROGRAMME OFFICER
(BLOCK DEVELOPMENT OFFICER)
LALJURI R.D. BLOCK
NORTH TRIPURA.**

F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/3189-90

Date:- 4/8/2020

To
The Director,
Information Technology Department,
Government of Tripura,
Indranagar, Agaritala, West Tripura.

Subject: - Uploading the advertisement of Short Notice inviting quotation in The Tripura State Portal website for office stationeries **Vide No.** F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/3173-82 Date:-04/08/2020.

Sir,

With reference to the subject cited above, I am to enclose herewith the copy of short notice Inviting quotation from 05/08/2020 to 17/08/2020 for for office stationeries **Vide No.** F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/3173-82 Date:-04/08/2020 for Uploading the advertisement in the Tripura State Portal Website.

I would, therefore, request to kindly arrange for uploading the aforesaid advertisement.

This is for favour of your kind information and doing the needful please.

Yours faithfully,

(Pinku D. Barma TCS-II)
Block Development Officer
Laljuri RD Block, Tripura(N).

Copy to:-

- 1) The District Magistrate & Collector, North Tripura, Dharmanagar for favour of your kind information please.

Block Development Officer
Laljuri RD Block, Tripura(N).

(Prescribed pro-forma)

To

The Block Development Officer,
Laljuri R.D.Block,
Kanchanpur, North Tripura.

Sub:- Submission of tender for supply of office stationery and other related official items along with necessary documents and EMD.

Ref:- F.NO.10 (1)/PO(BDO)/LJR/TENDER/MGNREGA/2020-21/_____, Dated,...../...../2020

Sir,

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

1. My Name(In Capital letters) :-
2. My Address :-
3. My Mobile No. :-
4. Address of Shop/Selling units :-
5. EMD Details :-
6. List of enclosures :-

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

Encl:- As stated.

Dated:-

Place:-

Yours faithfully,

(Signature of bidder with
Date and seal, if any)