

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPEMENT OFFICER  
PECHARTHAL R.D. BLOCK : UNAKOTI TRIPURA**

No.F.11(4)/ BDO/ PTL/NZT/2022-23/ 1875

Dated- 30/06 /2022

**SHORT NOTICE INVITING TENDER**

On behalf of the Governor of Tripura ,the undersigned invited Short Notice Inviting Tender (SNIT) for supply of office stationery and other related /petty materials for the Financial Year (2022-23) from local registered traders /cooperative dealing in the items listed in Annexure -A, B & C.

The rate should be quoted both in figures and words as per prescribed pro-forma enclosed. The bidder have to attach D-Call amounting Rs.5,000/- (Rupees Five thousand) in favour of the Block Development Officer , Pecharthal RD Block, Unakoti District from any Bank payable at Pecharthal.

The quoted sealed quotation should be dropped in the Tender Box kept in the chamber of the Block Development Officer, Pecharthal RD Block on and from 14<sup>th</sup> July, 2022 to 16<sup>th</sup> July, 2022 up to 3.00 PM (Working Days).

The quotation will be opened on 18<sup>th</sup> July, 2022 (Monday) at 4.PM in the presence of the bidders / authorized representatives who are willing to remain present at the time of opening of the Tender.


Sl. No.	Name of the Items	Earnest Money Deposit	Enclosures
1	2	3	4
1	Office Stationeries and other related / petty materials ( Enclosed in Annexure- A, B & C with SNIT)	Rs. 5,000/-(Rupees Five thousand) only.	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 )

  
(S. Debbarma)

Block Development Officer  
Pecherthal R.D Block  
Unakoti District

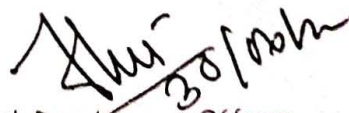
## TERMS & CONDITIONS

1. The only lowest bidder will be accepted as supplier for required Materials/ articles.
2. The accepted bidder (Lowest bidder) shall have to supply all Materials as per requisition, Specification in Annexure -A, B & C in good condition.
3. All Statuary deduction shall be made for bill directly.
4. The contract shall be for the financial year 2022-23 up to 31<sup>st</sup> March, 2023. Time may be extend as per decision of the authority.
5. The supplier should supply all materials mentioned in the supply order within 7 (seven) days.
6. The authority reserves the right to cancel whole or any part of their Tender process / supply ordered without assigning any reason.
7. Quoted rate of materials should be mention including GST .
8. The undersigned may strike out or cancel any items of stationery mentioned in Annexure -A,B & C ( List enclosed ) even after finalization of rate and bidder after.
9. If suppliers fails to supply the items as per requirement with in another few days the D-call money will be forfeited.
10. As per norms GST will be applicable.

  
Block Development Officer  
Pecharthal RD Block  
Unakoti District.

### Copy to:-

1. The District Magistrate & Collector, Unakoti Tripura for kind information.
2. The Sub-divisional Magistrate, Kumarghat/ Kailashaher, Unakoti Tripura for kind information.
3. The Block Development Officer, Kumarghat, Chandipur, Gournagar R.D Block with a request to display NIT in their Notice Board.
4. The Director, ICA Department, Agartala for kind information with a request for arranging single insert SNIT notice in 3(three) Bengali dailies.
5. The District Informatics Assistant , NIC attached to the Office of the DM & collector , Unakoti District , Kailashahar for information and with request to float the Short Notice Inviting Tender (SNIT) in [WWW.tenders.gov.in](http://WWW.tenders.gov.in).
6. Store keeper in this Block information & necessary action.
8. The District informatics Assistant, NIC, Attached to office of the DM & Collector, Unakoti Tripura for information and along with request to flot documents in their officials website.
9. Email to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to arrange floating the tender in [www.tripura.gov.in](http://www.tripura.gov.in).
10. The CEO, Kumarghat Municipality, Kumarghat, Unakoti Tripura for kind information.
11. Notice board of this office.

  
Block Development Officer  
Pecharthal RD Block  
Unakoti District.



**List of of Items/ Materials ( Office Stationery)**

**Annexure- C**

Sl. No.	Name of Item	Brand	Unit	MRP Rs (per unit)
1	Toilet Cleaner (500ml)	Harpic		
2	Toilet Brush ( 105ft.)	ISI marked		
3	Rom Fresher (100ml)	Odonil		
4	Phenyl (Black 5 Ltr. )	Good quality		
5	Phenyl (white 5 Ltr. )	Good quality		
6	Towel	Good quality		
7	Hand wash	Dettol		
8	Bulb LED 15W	Philips		
9	Light (five battery)	Everady		
10	Calling bell	Usha		
11	Computer Extension cord	Good Quality		
12	White board Duster	Good Quality		
13	Sketch pen	Good Quality		
14	Scissor	Good Quality		
15	Bulb LED (9w)	Philips		
16	Plastic Bucket	RFL		
17	Ceiling Fan Capacitor	Good quality		
18	Flex	Good quality		
19	Jug	Good quality		
20	Knife	Good quality		
21	Lock Big 8 liver	Link		
22	Lock Big 7 liver	Link		
23	Art Paper	Good quality		
24	Bulb LED (15w)	Good quality		
25	Stapler Big	Good quality		
26	Stapler Small	Good quality		
27	Plastic Scale	Good quality		
28	Sujan	Good quality		
29	Stapler pin	Good quality		
30	Stamp pad	Good quality		
31	Envelop	Good quality		
32	Writing pad	Good quality		
33	Correction pen	Good quality		
34	High Lighter pen	Good quality		
35	Hand sanitizer 100gm	Good quality		

*Handwritten signature*

**List of of Items/ Materials ( Office Stationery)**

Annexure- B

Sl. No.	Name of Item	Brand	Unit	MRP Rs (per unit)	Quoted Rate Rs. (per unit)
1.	Xerox paper (A4 Size)	JK Copier			
2.	Xerox paper legal size	JK copier			
3.	Register No-6	Oxford			
4.	Register No-8	Oxford			
5.	Register No-10	Oxford			
6.	Register No-12	Oxford			
7.	Register No-14	Oxford			
8.	Register No-20	Oxford			
9.	Pencil battery	Eveready			
10.	White ink Correction Pen (7ml)	Kores			
11.	Glue Stick (8gm)	Kores			
12.	Highlighter pen	Camlin/Kores			
13.	Permanent Marker pen	Good quality			
14.	Stamp pad (big size)	Camlin/Kores			
15.	Stamp pad (small size)	Camlin/Kores			
16.	Alpine (Box)	Good quality			
17.	Calculator 12 step check & correct Auto reply , 12 Digit	Citizen			
18.	Gum				
19.	File board & Cover	star			
20.	Log Book	Good quality			
21.	Marker pen	Good quality			
22.	Ball pen	Good quality			
23.	Gel pen	Good quality			
24.	Tag	Good quality			
25.	Colour flag	Good quality			
26.	Despatch Register, 200 Pages	Good quality			
27.	Stock Book Register, 300 pages	Good quality			
28.	Double tab	Good quality			
29.	Charge Light 25/30 w	Good quality			

*S. Debbarma*  
30/08/20

Block Development Officer  
Pecharthal R.D. Block  
Unakoti Tripura.



List of of Items/ Materials ( Office Stationery)

Annexure- A

Sl. No.	Name of Item	Brand	Unit	MRP Its (per unit)	Quoted Rate Rs. (per unit)
1.	Computer Printer Canon LBP-2900	Canon			
2.	Computer Printer Laserjet	HP			
3.	Canon Cartridge -103	Pro Dot			
4.	HP Cartridge -110A	Pro Dot			
5.	HP Cartridge -77A	Pro Dot			
6.	LAPCARE Cartridge – LPC2612A/LPC-9/LPC-10	Pro Dot			
7.	HP LaserJet Cartridge -88A	Pro Dot			
8.	HP LaserJet Cartridge –C-912/925U	Pro Dot			
9.	HP Laserjet Cartridge -137A	Pro Dot			
10.	Xerox Machine Toner ( MP2001 L)	RICOH			
11.	Anti Virus ( Total Security)	Kaspersky Signal User			
12.	Anti Virus ( Total Security)	Kaspersky Three User			
13.	Computer UPS 600 vt.	Numeric/ Luminous			
14.	Scanner	Canon			
15.	Computer Mouse	HP/Dell			
16.	Computer Key Board	HP/Dell			
16.	Pen drive -8GB	HP			
17.	Pen drive- 16GB	HP			
18.	Computer Extension cord	Good Quality			
19.	USB Charger Cable Original	Good Quality			
20.	LAPCARE Toner Cartridge (LPC2612A/LPC-9/LPC-10)	Good Quality			
21.	Wireless power bank (20000mAh)	MI Good Quality			

  
S. Debbarma

Block Development Officer  
Per harthal R.D. Block  
Unakoti Tripura.

To  
Block Development Officer  
Pecharthal R. D Block, Unakoti District.

Subject: - Submission of Tender for the supply of office Stationery and other related petty materials along with necessary enclosures, and Earnest Money Deposit and Annexure-A, B & C.

Reference No: - No. F. 11(4)/ BDO/ PTL/NZT/2022-23 /1875 Dated- 30/06 /2022.

Sir,

In Response to above, I am submitting the rates for the items as per Terms & conditions of the DNIT, mentioned above in your prescribed Performa.

Following particulars are also furnished below for your perusal and necessary action.

1. Bidder's detailed mailing /  
Postal address including phone No.:-
2. Address of sailing Unit:-
3. Detail of Earnest Money Deposit:-
4. List of Enclosures:-

**DECLARATION:-** I do hereby declare that I have personally gone through the relevant DNIT in details and understood all the clauses, terms & conditions and agreed to abide by them to.

Dated:-

Encl:- As stated.

Yours faithfully,

( Full Signature of bidder with date & seal if any )