

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**CHARILAM R.D. BLOCK : SEPAHIJALA**  
**E-mail : bdocharilam@rediffmail.com / Phone : 03812909600**

NO.F.10(1)/BDO/CRL/G-STORE/2015-16 8179-86

Dated- 14 /11/2019

**SHORT NOTICE INVITING QUOTATION (2<sup>nd</sup> Call)**

Tender in sealed covers are hereby invited for the year 2019-20 by the Programme officer ( Block Development Officer) Charilam RD Block, Sepahijala , Govt. of Tripura ( on behalf of the Governor of Tripura) from the valid experienced , reputed , registered bidders for supply of various **"Office Stationaries"** as per following Terms and Condition .

The Tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office chamber of the undersigned from 15/11/2019 to 21/11/2019 from 10.00 AM to 4.00 PM , except Govt. Holiday and the box will be opened on the last day at 4.00 PM , if possible. If the last date of Tender dropping /Opening of Tender becomes paralyzes due to any unforeseen reason , the next working day will be the last date of Tender dropping /Opening of Tender Box .

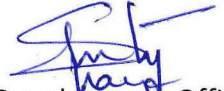
The intending Tenderer should quote the rates as per prescribed format given below with a copy of CRC/PRTC , PAN Card , TAX clearance certificate & residential proof documents as evidence of valid bidder . Any incomplete Tender will summarily be rejected . Specification of **"OFFICE STATIONARIES"** are given below :-

SI No	Name of articles	Rate per unit
1.	Cartridge (2612 HP)	
2.	Cartridge (388 HP)	
3.	Toner (NPG-51 Canon)	
4.	Cartridge (802 Small HP Tri-color ink )	
5.	Cartridge (802 Small HP) Black Hiram	
6.	Keyboard (Dell)	
7.	Mouse (Dell)	
8.	Stapler HP 45 (Kangaroo)	
9.	Stapler pin (24/6.1 m Kangaroo)	
10.	Envelop	
11.	Flower broom	
12.	Coconut broom	
13.	Favi gum (Tub)	
14.	Envelop (A-4 Size)	
15.	Envelop (A-3 Size)	
16.	Stapler (Kangaro-10)	

**The Following Terms and Condition shall apply**

1. Quotation should be submitted as per norms and specifications mentioned above .
2. The price quoted should be inclusive of all taxes .
3. Specification as well as the configuration are required to be strictly as per requirement of the indenter.
4. **The Block Development Officer, Charilam R.D. Block reserves the right to cancel or reject the quotation including the lowest bidder without assigning any reasons thereof.**
5. Materials should be received in good condition. The receiving authorized staff of this office shall reserve the right to check the quantity & quality of materials to be supplied For any damage to the materials supply to this end , compensation shall be borne by the supplier .
6. Materials should be recently manufactured and with at least 1(one) year manufacturing warranty .
7. The sealed cover envelope shall be superscripted by the expression **"OFFICE STATIONARIES"** .

8. Supply should be completed within 10(Ten Days) at Block Head quarter from the date of receipt of supply order .
9. Bill will be raised in triplicate by obtaining certification from GENERAL Store -in-charge for quality checking .
10. Rate should be quoted (both figure & word) for each item separately inclusive of all inevitable taxes if any and carrying loading & Un-loading shall be borne by supplier .
11. Applicable taxes as per Govt. Norms (GST,VAT/Income Tax along with surcharge , etc) if any will be deducted from the bill .

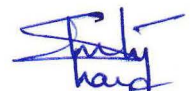
  
Block Development Officer  
Charilam R.D. Block

**Copy forward for kind information and with a request to display a copy of this notice in the notice board of the O/O :-**

1. The District Magistrate & Collector, Sepahijla ,District, Bishramganj .
2. The Sub Divisional Magistrate , Bishalgarh , Sepahijala District, Bishalgarh .
3. The Supdt. of Agriculture ,Bishalgarh.
4. The Supdt. of Fishery ,Bishalgarh .

**Copy also forwarded for kind information to :**

1. The Director, ICAT, Government of Tripura for kind information & with a request to publish in single insertion of tender in 3 (three) local dailies.
2. 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)
3. The Account Section /Cashier of this Block .
4. Notice board of Charilam R.D. Block for information of all concerned and necessary action.
5. The Store In-Charge, Charilam RD Block for information.

  
Block Development Officer  
Charilam R.D. Block