

GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
BHARAT CHANDRA NAGAR R.D. BLOCK  
SOUTH TRIPURA

No. F. 3(2) BDO/BCN/Store/2022-23/ 838

Dated 11/10 October 2022

Short Tender Notice for inviting the Rate of Quotation

The undersigned on behalf of the Governor of Tripura, invites sealed quotation for procurement of below mentioned items as mentioned in table-1 under BC Nagar RD Block, Belonia South Tripura in connection with smooth running of office works during the financial year 2022-23 from registered authorized dealer from Tripura. **The supplier should mention brand name of items specifically in the appropriate column. The specification of the items has to be mentioned by the supplier in a separate sheet along with their bid documents.** Format for bid submission is given at Annexure-I

The quotation will be received by the undersigned from 17/10/2022 to 29/10/2022 within the time from 10.00 hrs. to 17.30 hrs every working day and the sealed cover will be opened on 31/10/2022 at 11.00.

Accordingly, the quotationers may drop their quotations on the date and time to the undersigned and they may remain present at the time of opening of sealed covers to be opened on the same day, if possible.

**Table: 1**

Sl. No.	Item	Specification	Quantity
1	Flax	Different size for different requirement	As an when required

**THE INTENDING QUOTATIONERS SHOULD HAVE TO FOLLOW THE FOLLOWING INSTRUCTION/TERMS & CONDITIONS, POSITIVELY**

- 1) Eligibility of bidder:** The bidder must be the citizen of India & attested copy of citizenship/PRTC certificate, Aadhaar card, Pan Card certificate should have to be enclosed with the quotation. The Bidder should have valid registration for supplying above mentioned items and attested copy of the registration must be submitted with the quotation. Attested copy of valid STCC/PTCC, GST, ISO & ITC Certificate etc. from the competent authority, whatever applicable should be submitted along with the quotation. Intending bidders may collect the detailed terms & condition and prescribed format from the office of the undersigned.
- 2) Quoting of Rate:** Rate should be quoted including of all applicable taxes and must be written both in figure and word. Applicable taxes will be deducted at source. Quoted rate will be firm and no price variation will be entertained till the validity of the quotation. However, in case of change in applicable taxes (increase/decrease) rate will be revised accordingly. No conditional quotation will be accepted.
- 3) Validity of Quotation:** The rate will remain valid upto 12(twelve) month from the date of acceptance of quotation.
- 4) EMD & Security Deposit:** Quotationer should be accompanied with Earnest Money of Rs. 5,000/- (Rupees five thousand) only in the shape of bank draft / fixed deposit / D. Call on any National / scheduled bank of India, in favour of the BDO, B.C.Nagar RD Block, Belonia, South Tripura.
- 5) Successful bidder shall have to deposit a security deposit for an amount of RS. 5,000/- (Rupees five thousand) only in the shape of bank draft/fixed deposit/D. Call on any Nationalized / scheduled bank of India, in favour of the BDO, B.C.Nagar RD Block Belonia, South Tripura within 10(ten) days from the date of issuance of rate acceptance / supply order. Deposited EMD may be converted into security deposit if it remains valid. EMD of unsuccessful bidder will be released after finalization of quotation and the EMD of successful bidder will be released after submission of Security Deposit. Security deposit will be released one month after elapse of validity of quotation.**





- 6) **Penalty:** Authority reserves the right to forfeit the EMD/Security deposit (partially or in full) if the supplier is found to be defaulter as per the terms condition of the quotation.
- 7) The quoted rate to cover the carriage of Stationary Articles to block head quarter including loading/unloading etc.
- 8) No overwriting figure on rate is to be entertained.
- 9) The material should be supplied as per specification of the Tender/Quotation and within 01(one) day from the date of issuance of supply order or instruction directly to the office of the BDO BC Nagar RD Block (Store stationary).
- 10) The undersigned reserves the right to reject any quotation even lowest rate quoted without assigning any reason on ground related to quality.
- 11) The successful quotationers/bidder shall execute one agreement with the undersigned in respect of supply of and to maintain the quality and specification.
- 12) If the successful quotationers fail supply of stationary articles etc. in time as per supply order and to maintain above mentioned terms and condition his supply order will be cancelled without any reason.
- 13) All specifications, rates, brand and quality mentioned by the bidder in Annexure-I should be in printed form.

Enclo. : Annexure-'I'.

To

All concerned for information and necessary action.

Block Development Officer  
Bharat Chandra Nagar RD Block  
Belonia, South Tripura.

Copy for kind information is forwarded to:-

1. The District Magistrate & Collector, South Tripura, Belonia.
2. The Director, ICAT, Govt. of Tripura for kind information with request to arrange to publish in 03(three) local News Paper dailies in single insertion.
3. The Director, Information Technology Department, Govt. of Tripura for kind information with request to float the tender at Tripura State Portal.
4. The Executive Engineer, Santirbazar RD Division.
5. The Sub-Divisional Magistrate, Belonia.
6. The Supdt. of Horticulture, Belonia.
7. The Supdt. of Fishery, Belonia.
8. The Secretary, Market Association.
9. The BDO-Rajnagar/Hrishyamukh/Poangbari/Satchand/Rupaichari/Bokafa and Jolaibari RD Block with a request to display on the notice board for wide publicity.
10. The ICO, ICAT, Belonia for information and request for publication.
11. The DIO, NIC, Belonia for information and request for publication.
12. The Office Notice Board of this Block for publication.

Copy to forward;

1. The Chairman, BC Nagar Panchayat Samiti, for kind information.
2. The Vice-Chairman, BC Nagar Panchayat Samiti for kind information.

Block Development Officer  
Bharat Chandra Nagar RD Block  
Belonia, South Tripura.

**Short Notice for Tender for supply of various items as mentioned in table-1 of SNIT under BC Nagar RD Block, Belonia, South Tripura during the financial year 2022-23.**

1. Name & Address of the bidder:-
2. PAN:-
3. GST reg No:-
4. Authorised Dealer No:-
5. Contact No:-
6. Quoted rate(S):-

Sl. No.	Item	Specification	Quantity	Rate per sqft inclusive of taxes both in word & figure
1	2	3	4	6

I have gone through the terms & conditions stipulated in the quotation notice and agree to supply of above mentioned items as per quantity and specification mentioned including installation and transportation under BC Nagar RD Block, Belonia South Tripura by abiding all terms & conditions mentioned in the SNIT.

Place:-

Signature of the bidder (with seal)

Date:-