

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

No. F. 3(2) BDO/BCN/Store/2019-20/ 467

Dated-04th September 2019

Short Tender Notice for inviting the Rate of Quotation for **Stationary Articles etc.**

The undersigned on behalf of the Governor of Tripura invites the rate of quotation in plain paper with sealed cover from the concerned bidder in respect of purchasing of stationary articles etc. for Office use.

The quotation will be received by the undersigned from 16/09/2019 to 25/09/2019 within the time from 10.00 hrs. to 17.30 hrs and the sealed cover will be opened on 26/09/2019 at 3.00 PM if possible.

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.

**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 **Stationary Articles etc.** and attested copy of the registration must be submitted with the quotation. Attested copy of valid STCC/PTCC, GST & 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 ₹. 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 ₹. 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.


Contend.....P/2



- 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 toner cartridge 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 7(seven) days 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 **Stationary Articles etc** 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.

Encl. : Annexure-'A'.

To
All concerned for information and necessary action.

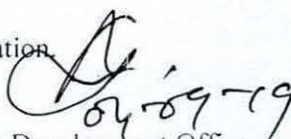

Block Development Officer
Bharat Chandra Nagar RD Block
Belonia, South Tripura.

Copy for information is forwarded to:-

1. The District Magistrate & Collector, South Tripura, Belonia for information please.
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 for information.
5. The Sub-Divisional Magistrate, Belonia for information.
6. The Supdt. of Horticulture, Belonia for information.
7. The Supdt. of Fishery, Belonia for information.
8. The Secretary, Market Association, Belonia for information.
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.

ANNEXURE-A

Sl. No.	Name of Article	Unit	Rate to be quoted per unit (inclusive of all taxes)			
			Rate	GST	Total	Rupees in word
1	2	3	4	5	6	7
1	A4 Xerox Paper (Brand- Image)	Rim				
2	A4 Xerox Paper (Brand- JK)	Rim				
3	A4 Xerox Paper (Brand- JK Sparkle)	Rim				
4	Legal Xerox Paper(Brand- Image)	Rim				
5	Legal Xerox Paper(Brand- JK)	Rim				
6	Legal Xerox Paper(Brand- JK Sparkle)	Rim				
7	File Cover with Board	No				
8	Clip File Cover	No				
9	Stapler- Big Size (kangaro)	No				
10	Stapler- Standard Size (kangaro)	No				
11	Stapler- Small Size (kangaro)	No				
12	Stapler Pin- Standard Size	Pkt				
13	Stapler Pin- Small Size	Pkt				
14	One timePen- Blue, Black, Red	No				
15	Add Gel Pen- Blue, Black, Red	No				
16	Calculator- Standard Size (CASIO)	No				
17	Stamp Pad (110 mm X 69 mm)	No				
18	Highlighter Pen	No				
19	Flag Paper	No				
20	Register No- 4,6,8,12,16,20 (OXFORD)	No				
21	Measurement Book (MB) (OXFORD)	No				
22	Field Exercise Book (OXFORD)	No				
23	Gems Clip	Pkt				
24	Tag (Big size) best quality	Bundle				
25	Sallow taps Half inch	No				
26	Sallow taps One inch	No				
27	Harpic	No				
28	Lemon phenyl	Ltr				
29	Ordinary Phenyl	Ltr				
30	Hand Wash (Dettol)	500 ml				
31	VIP Chair Towel	No				
32	Hand Towel	No				
33	Punching Machine (Kngaro)	No				
34	Alpine	Pkt				
35	Guard file	No				
36	Carbon paper Blue (210 mm x 330 mm) (Kores)	Pkt (100 sheets)				
37	LED Bulb 14/15 watt	No				
38	Tube light	No				
39	CFL 18 watt	No				
40	Pencil Battery	No				
41	Paper Clip (Oddy) big Size	No				
42	Lock & key (Medium size) link double lock	No				
43	15 cm Ruller	No				
44	Fevi Gum	50Ml				
45	Naphthalene	Pkt				
46	Mortein Coil	Pkt				
47	Good night liquid	No				
48	Godrej Aer Air Freshener	No				
49	Marker pen	No				

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SOUTH TRIPURA

No. F. 3(2) BDO/BCN/Store/2019-20/ 468

Dated-04th September 2019

Short Tender Notice for inviting the Rate of Quotation for **Computer Articles etc.**

The undersigned on behalf of the Governor of Tripura invites the rate of quotation in plain paper with sealed cover from the concerned bidder in respect of purchasing of Computer articles etc. for Office use.

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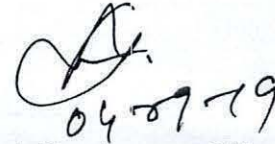


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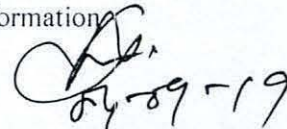
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Block Development Officer
Bharat Chandra Nagar RD Block
Belonia, South Tripura.

ANNEXURE-A

Sl. No.	Name of Article	Brand	Unit	Rate to be quoted per unit (inclusive of all taxes)			
				Rate	GST	Total	Rupees in word
1	2	3	4	5	6	7	8
NEW							
1	Computer cartridge-88A	HP	No				
2	Computer cartridge-88A	Prodot	No				
3	Computer cartridge-78A	HP	No				
4	Computer cartridge LaserJet 32A	HP	No				
5	Computer cartridge 12A	HP	No				
6	Computer cartridge 12A	Prodot	No				
7	Computer cartridge 925	Cannon	No				
8	Computer cartridge 925	Prodot	No				
9	Cannon LBP 2900B LaserJet 303	Cannon	No				
10	Cannon LBP 2900B LaserJet 303	Prodot	No				
11	Computer cartridge LaserJet 30A	HP	No				
12	Computer cartridge LaserJet 30A	Prodot	No				
REFILLING							
13	Computer cartridge-88A	Prodot	No				
14	Computer cartridge-78A	Prodot	No				
15	Computer cartridge LaserJet 32A	Prodot	No				
16	Computer cartridge 925	Prodot	No				
17	Cannon LBP 2900B LaserJet 303	Prodot	No				
OTHERS							
18	Keyboard	Logitech	No				
19	Pen Drive 8GB (OTG)	SanDisk	No				
20	Pen Drive 8GB (OTG)	Kingston	No				
21	Pen Drive 16GB(OTG)	SanDisk	No				
22	Pen Drive 16GB(OTG)	Kingston	No				
23	Pen Drive 32GB(OTG)	SanDisk	No				
24	Pen Drive 32GB(OTG)	Kingston	No				
25	Computer Mouse	Dell	No				
26	Computer Mouse	Logitech	No				
27	Computer Mouse	HP	No				
28	UPS	iBall	No				
29	UPS	APC	No				
30	USB to Ethernet adaptor	iBall	No				
31	USB to Ethernet adaptor	Dlink	No				
32	Ethernet wi-fi switch	Dlink	No				
33	ADSL wi-fi router	Dlink	No				