



**GOVERNMENT OF TRIPURA**  
**OFFICE OF BLOCK DEVELOPMENT OFFICER**  
**TELIAMURA RD BLOCK: KHOWAI DISTRICT**

**F.2(6)/BDO/TLM/Accts/2020-21/ 7,666-80**

Dated 25/06/2020

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

On behalf of the Governor of Tripura, the undersigned invites sealed rate quotation in the plain paper from the interested, experienced and registered bidders for supply of stationary items for Office use of Teliamura R. D. Block for 2020-21 FY. The sealed Quotation should reach to the Office of the BDO Teliamura R.D. Block, Khowai Tripura latest by 03/07/2019 by 3 PM.

The items and specifications are annexed with **Annexure-I** and the terms & conditions are mention below that may also be downloaded from the website [www.tripura.gov.in](http://www.tripura.gov.in) or [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) or may be obtained from the Office of the undersigned on any working days during the bidding period. The intending bidder shall quote rates as per the following format:

Sl No.	Name of item	Brand	Specification	Unit	Unit Price (in words)	Unit Price (in figure)

The tender box under lock & key will be kept open for dropping of tender by the intending bidder in the office of the undersigned from 25-06-2020 to 03-07-2020 from 10:00 am to 3:00 pm except Govt. holidays and the box will be opened on the last day i.e 03-07-2020 at 4:00 pm, if possible in presence of the interested suppliers who have participated in the quotation. If the last date of tender dropping/ opening of tender is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/ opening of tender box.

**Security Deposit in the shape of Earnest money** of Rs.10,000 (Ten thousand only) in the form of Cheque or Demand draft should be deposited in favour of the **Block Development Officer, Teliamura R.D. Block** from any scheduled bank guaranteed by the RBI. Earnest money in cash & any other form will not be accepted and without earnest money, the submitted rate quotation shall be summarily rejected.

The quality of articles should be in good condition. The intending bidder should quote the rate as prescribed format given below along with copy of CRC/PRTC, PAN Card, GST Registration, tax clearance as evidence of valid bidder and permanent resident of Tripura. Any incomplete tender will summarily be rejected.

  
Block Development Officer  
Teliamura RD Block  
Khowai

**The Following Terms and Condition shall apply:-**

1. The lowest quoted cumulative unit price against all items or for a no. of items will be taken into account for selection of the bidder.
2. The sealed quotation should reach to the O/O the Block Development Officer, Teliamura RD Block, West, Tripura on or before 3:00 pm of 03-07-2020. The applicant/agency should be a reputed manufacturing company/ supplier of the items sought above.
3. The rate contract shall be valid upto 31-03-2021.
4. The rate should include supply of materials as per specification including transportation cost, service charge for supply the materials to Block HQ.
5. The rate should be quoted strictly as per given specifications.
6. The sealed cover envelop shall be superscripted by the expression "QUOTATION FOR SUPPLY OF STATIONARY ITEMS FOR OFFICE UDE OF TELIAMURA RD BLOCK FOR 2020-21 FY".



The agency must be registered under GST. Copy of GST registration should be submitted. The agency must have PAN linked bank account which is preferably AADHAR seeded. All these mandatory document should be invariably submitted which shall be checked for authenticity at the time of opening tender.

8. Rate should be quoted in both figure and words inclusive of all inevitable taxes, transportation charges & other service charges, if any.
9. Materials must be supplied with delivery challan.
10. Supply of materials in full quantity should be completed within 7(seven) days from the date of receipt of supply order or placing of supply order. In case, the quality of the said items supplied are found sub- standard / inferior, the supplier shall be liable to replace such materials at their own cost.
11. The rates once approved shall not be increased for any reason whatsoever or under any circumstance during the contract period.
12. Payment will be made on presentation of bills in triplicate after successful completion of supply within the stipulated date.
13. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
14. Any tender not complying with required terms & conditions as stated above will be treated as informal.
15. Necessary taxes would be deducted as applicable as per govt. norms.
16. In case of legal dispute the jurisdiction will be the High Court of Tripura.
17. Terms & condition incorporated in the SNIT shall form a part of the agreement.
18. This Tender has the reference to the provision laid down under sub-rule(16) of Rule-22 (Rates & Contracts) of Delegation of Financial Power Rules, 2019 of Finance Department, Govt. of Tripura
19. The Security Deposit will be forfeited if above terms and conditions are not complied with, without assigning any reason. Except the selected lowest bidder, earnest money of the other bidders will be refunded within 15 days from the date of finalization of tender. Security deposit of the lowest selected bidder shall be adjusted with his claimed bills in subsequent period.

  
Block Development Officer  
Teliamura RD Block, Khowai District

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

1. The District Magistrate & Collector, Khowai District.
2. The Sub-Divisional Magistrate, Teliamura Sub-Division, Khowai
3. The Block Development Officer, Khowai RD Block/Kalyanpur RD Block/Tulashikhar RD Block/Mungjakami RD Block/Padmabil RD Block
4. The Superintendent of Agriculture, Teliamura Sub-Division, Khowai
5. The Superintendent of Fisheries, Teliamura Sub-Division, Khowai

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

1. The Director I.C.A Dept. Gandhighat, Agartala, Tripura for kind information with a request to kindly arrange to publish it in three local daily newspaper ([icadirector.tripura@gmail.com](mailto:icadirector.tripura@gmail.com)/ [advtycal5@gmail.com](mailto:advtycal5@gmail.com))
2. The District Information Officer (DIO), Khowai District for information with request to arrange to float the tender in [www.tripuratenders.gov.in/](http://www.tripuratenders.gov.in/) [www.eprocure.gov.in](http://www.eprocure.gov.in)
3. E mail to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to floating the Tender in [www.tripura.gov.in](http://www.tripura.gov.in)
4. The Account section/ Cashier of this Block.
5. Notice board of Teliamura R.D. Block. for information of all concerned and necessary action
6. The Store In- Charge, Teliamura R.D. Block for information.

  
Block Development Officer  
Teliamura RD Block, Khowai District



## Annexure-I

	Name of item	Brand Name	Specification	Unit	Unit Price (in Rs.)
1	Stapler	Kangaro	Big	No.	
2	Stapler	Kangaro	Small	No.	
3	Stapler Pin	Kangaro	Small	Pkt	
4	Stapler Pin	Kangaro	Big	Pkt	
5	Xerox Paper	JK Copier	A-4	Rim	
6	Xerox Paper	JK Copier	Legal	Rim	
7	Calculator	Casio	MJ-120D	No.	
8	Office File Cover with board	Standard quality	standard size	No.	
9	One time Ball Pen	Agni	20/20	No.	
10	One time Gel Pen	Linc	Ocean Gel	No.	
11	Graduated Plastic Ruler	Camlin	18 inch	No.	
12	Graduated Plastic Ruler	Camlin	12 inch	No.	
13	Surveyor Measuring Tape	Standard quality	30 meter	No.	
14	Lock & Key	Link	Medium size	No.	
15	Stamp Pad	Faber-Castell	110x69 mm	No.	
16	Blue Carbon paper	Kores	standard size	Pkt	
17	Duster Cloth	Standard quality	standard size	No.	
18	Generic File Tag	Standard quality	standard size	Bundle	
19	Whitener pen	Cello/Luxor	standard size	No.	
20	Coloured Gems Clip	Standard quality	standard size	Box	
21	Paper Flags	Oddy Prompts	standard size	No.	
22	Liquid Handwash	Dettol	200 ml.	No.	
23	Highlighter Pen	Luxor	Fluroscnt	No.	
24	Permanent Marker Pen (Sharp nib)	Camlin	standard size	No.	
25	Paper piercer (Sujon)	Standard quality	standard size	No.	
26	Mosquito liquid vaporizer Machine	Good Knight	standard size	No.	
27	Mosquito repellent Oil/liquid	Good Knight	standard size	No.	
28	Brown Envelopes	Standard quality	standard size	No.	
29	White Envelopes	Standard quality	standard size	No.	
30	Plastic dustbin Bucket	Standard quality	standard size	No.	
31	LED Bulb	Philips	10 watt	No.	
32	Red Salu Cloth	Standard quality	standard size	Than	
33	Black Liquid Phenyl	Standard quality	500 ml	No.	
34	White Scented Liquid Phenyl	Standard quality	500 ml	No.	
35	Nepthalene Balls (Packet)	Standard quality	Medium size	Pkt	
36	Note Pad	Standard quality	standard size	No.	
37	Toned Thread Roll (Cotton)	Standard quality	standard size	No.	
38	Clip Board	Standard quality	standard size	No.	
39	Plastic folder	Standard quality	standard size	No.	
40	Plastic Tray	Standard quality	standard size	No.	
41	Sujon	Standard quality	standard size	No.	
42	Room Freshner	Odonil	200gm/240ml	No.	
43	Office Register Book	Good Quality Hard Binding	Size No.4	No.	
44	Office Register Book	Good Quality Hard Binding	Size No.6	No.	
45	Office Register Book	Good Quality Hard Binding	Size No.8	No.	
46	Office Register Book	Good Quality Hard Binding	Size No.10	No.	
47	Office Register Book	Good Quality Hard Binding	Size No.12	No.	
48	Office Register Book	Good Quality Hard Binding	Size No.14	No.	
49	Office Register Book	Good Quality Hard Binding	Size No.16	No.	
50	Despatch Register	Good Quality Hard Binding	Standard size	No.	
51	Stock Register	Good Quality Hard Binding	Standard size	No.	
52	Liquid Toilet Cleaner	Harpic	650 mil.	No.	
53	Glue Stick	Fevistik	Small size	No.	
54	Gum	Camel	300ml.	No.	
55	Multicolor Rubber Band	Standard quality	250 gm	No.	
56	Office document index file	Standard quality (hard binding)	Big Size	No.	
57	Punch Machine	Kangaro	2 Hole	No.	

(Block Development Officer)  
Teliamura RD Block, Khordha District