

No. 978-91/F.3(9)/BDO/DSD/TENDER/2019-20/

GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
DASDA RD. BLOCK, NORTH TRIPURA.

Dated: 29<sup>th</sup> August'2019.

**SHORT NOTICE INVITING TENDER**

On behalf of the Governor of Tripura, the undersigned invited (SNIT) separates sealed tender for Procurement of office Stationeries and other related/Petty materials for the financial Year 2019-20 under Dasda RD. Block North Tripura from Registered traders/Cooperatives dealing in the items. For details office of the undersigned may be communicated.

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has to attach D-Call amounting Rs.20,000/- (Rupees Twenty thousand) in favour of the Block Development Officer, Dasda RD. Block, North Tripura from any Nationalized Bank of India payable at Kanchanpur along with the tender. The undersigned having the right to reject any tender or contract at any time without assigning any reason.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Officer, Dasda RD. Block on and from 02-09-2019 to 12-09-2019 up to 3:00 PM (office hours and days only).

The tender will be Opened on 12-09-2019 at 3.30 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.	Particulars	EMD	Enclosures
1	2	3	4
1.	Procurement of office Stationeries and other related/Petty materials for the financial Year 2019-20. (Enclosed in Annexure-A. with SNIT)	Rs.20,000/- (Rupees Twenty thousand) only.	Attested photo copy of Valid Shop/Store Registration Certificate, GST Registration, PAN Card, Trade License, Adhaar Card, Voter ID Card, Bank Pass Book. (With out enclosures bid will not be accepted).

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Block Development Officer  
Dasda R.D. Block, Tripura (N)

Officer, Dasda R.D. Block, North Tripura. If supplier fails to supply the item as per requirement within stipulated period the D-Call money will be forfeited.

2. The lowest quotationer will have to supply the ordered materials as per specification already indicated in SNIT. No inferior or duplicate materials will be entertained by the office of the Block Development Officer, Dasda R.D. Block, North Tripura. In case of such supply the D-call money (Security Deposit) will be forfeited as usual course and BDO's office, Dasda R.D. Block North Tripura shall take initiative to declare the concerned firm as black listed.
3. If there is any abnormal downfall in respect of market rate etc. during the contract period BDO's office will arrange procurement of fresh rate irrespective of currency of present SNIT.
4. In case any materials damaged/inferior quality, BDO's office, may give chance the respective supplier to replace these items within 02(two) days, in case the supplier fails to replace the same, the necessary action will be taken against the supplier.
5. No item of materials will be accepted beyond the supply order and articles rate of which is not included in the bid/ tender document.
6. Necessary statutory deduction will be made from bill.
7. The undersigned may cancel the whole affairs without showing any prior notice to bidders/supplier, if necessary.
8. Undersigned may strikeout or cancel any item of stationary mentioned in Annexure-A (list of office stationary) even after finalization of rate and bidder, if necessary.
9. In case of any arbitration the matter will be referred to the District Magistrate & Collector and the order of the District Magistrate & Collector shall be final.

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Block Development Officer  
Dasda R.D. Block, Tripura (N).

Copy to:

- . The District Magistrate & Collector, North Tripura, Dharmanagar for kind information.
- . The Director of Information, Cultural Affairs, Govt. of Tripura, Agartala, West Tripura for kind information.
- . The Sub-Divisional Magistrate , Kanchanpur, North Tripura for kind information.
- . The Block Development Officer, Jampui Hills/Damcherra/Kalacherra/ Kadamtala/ Jubarajnar/Panisagar/Laljuri R.D.Block for information with a request to display in their Notice Board.
- . The District Informatics Assistant, NIC attached to the Office of the DM & Collector, North Tripura District, Dharmanagar for information and with a request to float the Short Notice Inviting Tender at [www.northtripura.nic.in@gmail.com](mailto:www.northtripura.nic.in@gmail.com) and [www.tenders.gov.in](http://www.tenders.gov.in).
- . E-mail to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to arrange for floating the Short Notice inviting Tender in [www.tripura.gov.in](http://www.tripura.gov.in)
- . The Auditor of this office for information and necessary action.
- . Notice Board of this Office.

Block Development Officer  
Dasda R.D. Block, Tripura (N).

The Block Development Officer  
Dasda R.D.Block, Tripura (N).

Subject:- Submission of Tender for the Stationery official articles along with  
necessary enclosures, Earnest Money Deposit and other Annexure-'A'.

Ref:- No. \_\_\_\_\_/F.3(9)/BDO/DSD/TENDER/2019-20/ Dated: \_\_\_\_\_

Sir,

In response to above, I am submitting the rates for the items as per Terms & Conditions of the SNIT, 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 :-

1. DECLARATION: - I do hereby declare that I have personally gone through the relevant SNIT in details and understood all the clauses, terms & Conditions and agreed to abide by those clauses terms and condition.

Dated :-

Yours faithfully,

Encl :- As stated.

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

Sl. No	A. Category	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
1	Pinter Cartridge (88A)	HP			
2	Pinter Cartridge (12A)	HP			
3	Xerox Machine Cartridge SHARP AR-56185	SHARP (MX 235AT)			
4	Canon Speed Pinter Toner (505A)	Canon			
5	Pinter Cartridge (308)	Canon			
6	Canon Speed Pinter Toner (NP 2020)	Canon			
7	Xerox Machine Cartridge	Canon			
8	Pinter Cartridge (303)	Canon			
9	Pay Bill Register	OXFORD			
10	Passport Perfume	Passport			
11	Flax	Good quality			
12	Register-No.4	OXFORD			
13	Register-No.6	OXFORD			
14	Register-No.8	OXFORD			
15	Register-No.10	OXFORD			
16	Register-No.12	OXFORD			
17	Register-No.16	OXFORD			
18	Register-No.40	OXFORD			
19	Register-No.20	OXFORD			
20	Register-No.24	OXFORD			
21	Register-No.30	OXFORD			
22	Leger Book No.30	OXFORD			
23	Bill Register	OXFORD			
24	Receipt Register	OXFORD			
25	Dispatch Register	OXFORD			
26	Attendance Register	OXFORD			
27	Acquaintance Rule	OXFORD			

31	Stock Register (No.20)	OXFORD		
32	Laser Book ( No.20)	OXFORD		
33	Laser Book ( No.10)	OXFORD		
34	Xerox paper (A4 size)	JK sparkle		
35	Xerox paper (A4 size)	JK Copier		
36	Xerox paper (A4 size)	Image		
37	Xerox paper (A4 size)	Hind (HPC)		
38	Xerox paper legal size	JK Copier		
39	Xerox paper legal size	JK Sparkle		
40	Xerox paper legal size	Images		
41	Xerox paper legal size	Hind (HPC)		
42	Seizer	Good quality		
43	Towel	Good quality		
44	Cup Plate	Milton		
45	Door Mat (Papush).	Good quality		
46	Dettol Hand Wash	Dettol		
47	All out Machine	All out		
48	Computer printer	HP		
49	Bulb (C.F.L) 18 w.	PHILIPS		
50	Calculator	CASIO		
51	Cash Book	OXFORD		
52	Celling Fan	USHA		
53	Calling Bell	FORT		
54	Chock	PHILIPS		
55	Computer Extension Cord	Good quality		
56	Pure it Battery	Eveready		
57	Plastic Folder	Good quality		
58	Eveready Battery	Eveready		
59	Good Night Liquid	Good night		
60	Highlight Pen	Good quality		
61	Hitak Pen	Good quality		
62	Mosquito Hit	All out		
63	Pen drive	HP		

64	Stapler Machine (Big)	Kangaro			
65	Stapler Machine (Small)	Kangaro			
66	Stapler Machine Pin (Big)	Good quality			
67	Stapler Machine Pin (Small)	Good quality			
68	Room Freshener	Odonil			
69	Measurement Book	OXFORD			
70	Measurement Tab	Good quality			
71	Field Book.	OXFORD			
72	Gate Pass Book.	OXFORD			
73	Cello tap curter	Good Quality			
74	Red Salu (Cloth)	Good Quality			
75	All-out Liquid	Good Quality			
76	Calculator OT-1600T (120 step check & Correct Auto Replay, 12 Digit)	ORPAT			

Sl. No	B. Category	Brand		MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
77	Dot pen One Time	AGNI 20/20			
78	Ball pen	Good quality			
79	Envelop (big Size)	Good quality			
80	Envelop (Small Size)	Good quality			
81	Punch Machine (Medium size )	Good quality			
82	Alpin	Good quality			
83	Eraser	Good quality			
84	Cotton Tread	Good quality			
85	Clip Board	Good quality			
86	Gum Pot	Good quality			
87	Cover File	Good quality			
88	Flag Stick	Good quality			
89	Cello Tape	Good quality			

94	File cover & Board	Rjdoot			
95	James Clip	Good quality			
96	Water sponge	Good quality			
97	Knife	Good quality			
98	Lock & key	link			
99	Marker pen	Good quality			
100	Note Sheet	Good quality			
101	Odonil	Good quality			
102	Peon book	OXFORD			
103	Paper weight	Good quality			
104	Napthalene	Good quality			
105	Dak Pad	OXFORD			
106	Stamp pad	Apollo			
107	Pad Ink	Apollo			
108	Note Pad (VIP)	Apollo			
109	Note Pad (Ordinary)	Apollo			
110	Short Hand note Book	OXFORD			
111	Blank (CD)	SONY			
112	Candle	Good quality			
113	Scale	Good quality			
114	Spoon	Good quality			
115	Stick for Banding With cover	Good quality			
116	Sketch pen	Good quality			
117	Dustbin	Good quality			
118	Carbon Paper (420x430 mm)	Good quality			
119	Carbon Paper (210x330 mm)	Good quality			
120	DFC paper	Good quality			
121	Pencil (Wood)	Good quality			
122	Executive diary	Rajdoot			

125	Pen stand	Good quality			
126	Water Glass	Milton			
127	Water Glass Lid	Milton			
128	Three Quarter Dish	Good quality			
129	Pencil Battery	Eveready			
130	Plastic cover file	Good quality			
131	File board along with cover Vip type	Good quality			
132	Guard file	Good quality			
133	PVC flower broom (Long)	Good quality			

Sl. No.	C. Category	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
134	Rema Jharu				
135	Coconut Broom	Good quality			
136	Harpic	Harpic			
137	Phenol	Good quality			
138	Toilet brush	Good quality			
139	Plastic Bucket	Good quality			
140	Jute sutle	Good quality			
141	Key Beg	Good quality			
142	Table glass	Good quality			
143	Seat Cession	Good quality			
144	Gurder	Good quality			
145	Godrej chair				
146	Godrej Table	Godrej			
147	Steel Almirah	Godrej			
148	Plastic chair	Suprime/Lotus			
149	Mug PVC	Good quality			
150	Drug Net	Good quality			
151	Electric (Tea Maker )	Good quality			
152	Mirror bathroom	Good quality			
153	Tray	Good quality			
154	Computer keyboard	HP			



155	Computer mouse	HP		
156	White Makin Cloth	Good quality		
157	Screw Driver & Tester	Good quality		
158	Torch light	Eveready		
159	Charger Light	Good quality		
160	Umbrella	Good quality		
161	Vehicle Log book	Good quality		
162	Water filter	Good quality		
163	Wall Clock	Good quality		
164	Stapler Machine (Small)	Kangaro		
165	Plus	Good quality		
166	Dettol soap	Good quality		
167	Dettol Liquid 9Hand wash)	Good quality		
168	Trunk	Good quality		
169	Table Cloth	Good quality		
170	Bulb (100W)	Philips		
171	Tube light (40W)	Philips		

### M G N R E G A SCHEME

1	<b>REGISTER - I (PER REGISTER 500 PAGES)</b>			
	<b>REGISTER FOR:--</b>			
	• JOB CARD APPLICATION.			
	• JOB CARD REGISTRATION.			
	• JOB CARD ISSUE			
	• HOUSEHOLD EMPLOYMENT REPORTS			
2	<b>REGISTER-II</b>			
	• <b>REGISTER FOR:--</b>			
	• GRAM SABHA (MEETING) MINUTES, RESOLUTION AND PRIORITIZED LIST OF WORKS			
	• SPECIAL SOCIAL AUDIT GRAM SABHA (MEETING) MINUTES, RESOLUTION AND ACTION TAKEN REPORTS.			

	• ALLOCATION OF WORKS			
	• PAYMENT OF WAGES REGISTER			
4	<b>REGISTER-IV</b>			
	• REGISTER FOR WORK			
5	<b>REGISTER-V</b>			
	• FIXED ASSET REGISTER			
6	<b>REGISTER-VI</b>			
	• COMPLAINT REGISTER			
7	• <b>REGISTER-VII</b>			
	• MATERIAL REGISTER			
	•			
8	• FTO REGISTER			

  
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