

GOVERNMENT OF TRIPURA  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
LALJURI R.D BLOCK, NORTH TRIPURA

Dated: 11/07/2024

**SHORT NOTICE INVITING QUOTATION**

On behalf of the Governor of Tripura, the undersigned invites **Short Notice Inviting Quotation (SNIQ) for supply of office stationeries and other related official items for the Financial Year 2024-25** from local registered traders/Co-operative & other eligible bidders/suppliers who have experience to supply the stationery articles to the different Govt. offices and autonomous bodies as per items listed in "Annexure-A". The details of items, terms & conditions and specification are available in the office of the BDO, Laljuri R.D Block and the interested bidders may inspect these documents by visiting the office of the undersigned up to 20/07/2024 (during office hours only except holidays)

The rate should be quoted in figures and words as per prescribed Proforma enclosed. **The earnest money in the shape of D-Call of Rs 5,000/- (Rupees Five thousand) only shall be deposited in favor of the Block Development Officer, Laljuri R.D Block, North Tripura District, Payable at Laljuri from any nationalized Bank and the same D-Call should be attached with their quotation**

The tender box will be kept opened for dropping of Tender by the intending Tender in the office chamber of the undersigned **from 16/07/2024 to 24/07/2024 during office hour (i.e from 10 AM to 5 PM) except Govt. holidays** and the Box will be opened on the last day at 3.00 PM (if possible) in presence of the bidders/authorized representatives who are willing to remain present at the time of opening of the quotation. If the last date of Tender dropping/opening of Tender paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/opening of Tender Box.

Sl. No.	Name of Items	EMD	Enclosures
01.	Office stationeries and other related official items (Enclosed in Annexure-A with this SNIQ)	Rs.5,000/- (Rupees five thousand) only	<u>Attested photocopy of :-</u> 1. Permanent Account Number (PAN) 2. GST Registration Certificate 3. Shop Licenses 5. Up-to-date Bank Pass Book 6. Aadhaar Card

**Signed by Saurabh AI Aman**

**Date: 11-07-2024 17:14:21**

**Reason: Approved**

Block Development Officer  
Laljuri R.D Block :: North Tripura

TERMS & CONDITIONS

1. One sealed cover envelop shall be superscripted with expression as **“QUOTATION FOR SUPPLYING OF STATIONERIES AND OTHER RELATED OFFICIAL ITEMS FOR LAJURI R.D BLOCK FOR THE YEAR 2024-25”**.
2. The rate should be quoted in both word and figure for each and every item separately inclusive of all inevitable taxes, transportation charge, cost of fitting and fixing & other service charges, if any.
3. The rate should be included GST.
4. The lowest bidder shall sign agreement with the Block Development Officer, Laljuri R.D Block within 07 days of receipt of offer. If fails to do so, the 2<sup>nd</sup> lowest Bidder may be awarded the contract, if found suitable.
5. The Supply order will be placed by the office as and when required by this Office.
6. The selected supplier shall have to supply the items to the office of the Block Development Officer, Laljuri R.D block within 07 days of receipt of every supply order, if fails, the undersigned may give another chance to the supplier to supply the ordered items within another few days or security money deposited in the shape D-Call may be forfeited or the agreement may be cancelled. **It is to be mentioned here that Quotation without requisite documents & D-Call Amount shall be treated as invalid /rejected.**
7. The tender period may be extended if authority desires.
8. In case, the qualities of the stationery articles supplied are found Sub-standard/inferior, the supplier will be liable to replace such materials within next 03 days at their own cost.
9. No items/ materials shall be accepted beyond the supply order and agreed rates of materials which is not included in the bid tender document.
10. Payment will be made only after successful delivery of goods.
11. In-case of high fluctuation of rates in the market during the contract period, the undersigned reserves the right to cancel the agreement and may call afresh tender with intimation to the supplier.
12. Any item may be struck off /out by the undersigned from annexure-A (List of materials) even after finalization of rate and bid.
13. All statutory deductions shall be made from bills i.e payment shall be inclusive of taxes.
14. The undersigned reserves the right to reject part or full quotation including the lowest one without assigning any reason.
15. The undersigned also reserves the right to approve, modify or reject any design.
16. The contract shall be valid for the Financial Year 2024-25 (up to 31<sup>st</sup> march 2025).

Sd/

Block Development Officer  
Laljuri R.D Block :: North Tripura

To

1. The Director, ICAT Government of Tripura for kind information with a request to arrange for publishing the tender in 3(Three) (A-quality) local dailies (Bengali & English) in single insertion.
2. The Director, Information & Technology Department Govt. of Tripura, Agartala, West Tripura with a request to float the tender at Tripura State Portal [www.tripura.gov.in](http://www.tripura.gov.in)
3. The Technical Director & DIO, NIC North Tripura District, Dharmanagar for kind information with a request to display the Notice in District Official Website Please.

I/183947/2024

**Copy to:-**

1. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of your kind information please with a request to display in the notice board.
2. The Sub-Divisional Magistrate, Dharmanagar/Kanchanpur/Panisagar, North Tripura for kind information please with a request to display in the notice board.
3. The BDO Kadamtala/Jubragnagar/Panisagar/Damcherra/Dasda/Jampui Hill RD Block for kind information please with a request to display the tender in the notice board of concerned offices for wide publicity.
4. The Superintendent of Agriculture, Kanchanpur, North Tripura (Member of LPC) for kind information and necessary action please.
5. The Superintendent of Fisheries, Kanchanpur, North Tripura (Member of LPC) for kind information and necessary action please.
6. The Junior Engineer (In- Charge, Store section) of this Block for kind information.
7. The In-Charge Accountant /Cashier of this Block for information.
8. Notice Board of this office for wide publication.

Sd/

Block Development Officer  
Laljuri R.D Block :: North Tripura



Format for Quotation of Rate for each Item

Sl. No.	Items	Brand	Unit	Rate
1	Alpin (T-Pin)	Good Quality	1 box	
2	Pencil Battery	Duracell/Eveready	1 Pc	
3	Calculator (12)	Orpat/Casio	1 Pc	
4	Carbon (Big Size)	Kores	1 pkt	
5	Carbon (Small Size)	Kores	1 pkt	
6	Printer Cartridge (12A)	Prodot/Foxin	1 No	
7	Scissors (Medium Size)	Good Quality	1 No	
8	Printer Cartridge (925)	Prodot/Foxin	1 No	
9	Printer Cartridge (137 A)	Prodot/Foxin	1 No	
10	Printer Cartridge (12A) (Re-filling)	Good Quality	1 No	
11	Printer Cartridge(88 A)	Prodot/Foxin	1 No	
12	Printer Cartridge (88 A) (Re-filling)	Good quality	1 No	
13	Correction Pen (white ink)	Luxot	1 No	
14	File Cover & File Board	Good Quality	1 No	
15	Flag Paper	Good Quality	1 No	
16	Eraser	Good Quality	1 No	
17	Plastic Folder	Good Quality	1 No	
18	Pen Drive (16GB)	HP/Sandisk	1 No	
19	Jute Sutli	Good Quality	1 kg	
20	White Markin Cloth	Good Quality	1 No	
21	Red Saalu	Good Quality	1 No	
22	Photocopy Paper A4 Size 75gsm	JK Copier	1 ream	
23	Photocopy Paper Legal Size 75gsm	JK Copier	1 ream	
24	Multicolor Rubber Band (0.5 inch)	Good Quality	1 kg	
25	Measurement Tape 30 meter	Good Quality	1 pc	
26	Room Freshener	Godrej/Good Quality	1 No	
27	Mosquito Coil	Good Night	1 No	
28	Mosquito Refill with Machine	Good Night	1 No	
29	Mosquito Refill Loose	Good Night	1 No	
30	Binding Register No- 2	OXford	1 No	
31	Binding Register No -4	OXford	1 No	
32	Binding Register No - 6	OXford	1 No	



33	Binding Register No - 8	Oxford	1 No	
34	Binding Register No -10	Oxford	1 No	
35	Binding Register No - 20	Oxford	1 No	
36	Binding Register No -30	Oxford	1 No	
37	Field Book	Oxford	1 No	
38	Despatch Register (Binding)	Good Quality	1 No	
39	Receive Register (Binding)	Good Quality	1 No	
40	Attendance Register (Binding)	Good Quality	1 No	
41	Acquaintance Roll Register (Binding)	Good Quality	1 No	
42	Stock Register No- 24	Good Quality	1 No	
43	Naphthalene Balls (Medium Size)	Good Quality	1 No	
44	Black Ball Pen	Goldex/Cello/Pentonic	1 No	
45	Blue Ball Pen	Goldex/Cello/Pentonic	1 No	
46	Envelop (5X12)	Good Quality	Per 500 pc	
47	Envelop (6x4)	Good Quality	Per 500 pc	
48	Envelop (9x4)	Good Quality	Per 500 pc	
49	Gum Pot (700 ml)	Kores	1 No	
50	Gum Pot (10 ml)	Kangaro	1 pkt	
51	Non Sticky Gum/Glue	Kores/Fevi Stik	1 No	
52	Stapler Machine-10	Kangaro	1 No	
53	Stapler Machine-45	Kangaro	1 No	
54	Stapler Pin (24/6)	Kangaro	1 No	
55	Stapler Pin (10)	Kangaro	1 No	
56	High Lighter Pen (Yellow & Blue)	Good Quality	1 No	
57	Red Ball Pen	Goldex/Cello/Pentonic	1 No	
58	Suzan	Good Quality	1 No	
59	James Clip	Good Quality	1 No	
60	Lock & Key (Medium Size)	Link	1 No	
61	Lock & Key (Big Size)	Link	1 No	
62	Blue/Black Marker Pen	Camlin/Luxor	1 No	
63	Stamp Pad (Small)	Kores	1 No	
64	Stamp Pad (Big)	Kores	1 No	
65	Note Pad	Good Quality	1 No	
66	Pencil (Wood)	Nataraj	1 No	
67	Flower Broom	Good Quality	1 No	



68	Harpic Toilet Cleaner ( 500 ml)	Good Quality	1 No	
69	Phenol (500 ml)	Good Quality	1 No	
70	Plastic Bucket (15 ltr)	Good Quality	1 No	
71	Knife (Chaku)	Good Quality	1 No	
72	Hand Wash (500 ml)	Good Quality	1 No	
73	Blue Black Color Pilot Pen	Pilot	1 No	
74	Liquid Dish Wash With Scrubber	Good Quality	1 No	
75	Paper Weight (Standard size)	Good Quality	1 No	
76	Punching Machine (Standard Size)	Good Quality	1 No	
77	Metal Scale (18 inch)	Good Quality	1 No	
78	Stamp Pad Ink (250 ml)	Good Quality	1 No	
79	Tag	Good Quality	1 No	
80	Hard Broom (Bamboo)	Good Quality	1 No	
81	Candle (Big size)	Good Quality	1 No	
82	Dinner Set	Celo/Laopala	1 No	
83	Glass Set	Celo/Borosil	1 No	
84	Plastic Tray	Good Quality	1 No	
85	Extension Board Spike Guard 4	Anchor	1 No	
86	LED Bulb 15W	Philips	1 No	
87	LED Tube Light Batton 20W	Philips	1 No	
88	Big Towel (White)	Good Quality	1 No	
89	Small Towel	Good Quality	1 No	
90	Paper Flag	Good Quality	1 No	

Signature of Bidder  
(with Date & Seal)



(Prescribed Pro-forma)

To  
The Block Development Officer  
Laljuri R.D Block, Kanchanpur  
North Tripura.

Subject: - Submission of tender for supply of office stationery and related official items along with necessary documents and EMD.

Ref: - No.F.7(1)/BDO/LJR/GL-STORE/2024-25/....., dated ...../...../2024

Sir,

In reference to the subject quoted above, I am submitting the rates for items listed in the Annexure-A of the SNIQ as per terms and conditions:

My Name (Capital Letters):-

My Address:-

My Mobile Number:-

Address of Shop / Selling units:-

EMD Details:-

List Of enclosures:-

**DECLARATION:** - I do hereby declare that I personally gone through the DNIT and understood all the clauses, terms & condition and agreed to abide by it.

Enclo: - As Stated.

Dated: -

Yours faithfully,

Place: -

(Signature of bidder with  
Date and seal)