

**Office of the Block Mission Manager
Block Mission Management Unit
Tripura Rural Livelihood Mission
Hrishyamukh R.D Block, belonia, South District**

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F.No.5/3/5/Esst./Tender/BMM/HRM/TRLM/2020-21/1560 Dated, Hrishyamukh...../...../2020


NOTICE INVITING TENDER

Sealed quotation is invited from the bonafide dealers/suppliers/manufacturers/LAMPS/PACS for supplying of various stationery articles and training related items to the Office of the Block Mission Manager (BDO),Hrishyamukh Block, Belonia South Tripura during the purpose of Training /Meetings/Seminar/ Workshop/ office use etc. The details description of terms and conditions of the tender can be obtained from this office on any working days w.e.f. 05-10-2020 to 13-10-2020. The quotation in sealed cover will be received w.e.f. 05-10-2020 to 13-10-2020 up to 3 PM in all working days and will be opened on the next working day at 12.00 noon.

The bidders should submit all required documents & Earnest Money of Rs. **10,000/=(Ten Thousand)** along with the tender papers.

- 1.The undertaking to be submitted by the tenderer as per annexure-A
2. Statement showing the items of office stationery and training related items which will be quoted by bidders as per annexure-B

The details can be seen in the website www.trlm.tripura.gov.in/www.rural.tripura.gov.in
[/www.tripura.gov.in](http://www.tripura.gov.in).


(Jayanta Deb-TCS)
Block Mission Manager (BDO)
Hrishyamukh R.D Block
Belonia, South Tripura

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F.No.5/3/5/Esst./Tender/BMM/HRM/TRLM/2020-21/158 Dated, Hrishyamukh...../2020

Notice Inviting Tender for supply for office stationary items and training related goods for TRLM.

Scaled quotations are hereby invited from the bonafide and resourceful dealers/suppliers/manufacturers/LAMPS/PACS for supplying of office stationary and training related items to the Office of the Block Mission Manager (BDO),Hrishyamukh Block, belonia, South Tripura during the purpose of trainings/meetings/Seminar/Workshop etc and office related works. for the period for 1 (One) year or Rs. 4,99,999/- whichever is less as per menu enclosed at ANNEXURE- I (A & B).

The sealed quotation will be received in the Office of the Block Mission Manager (BDO,BMMU) Hrishyamukh Block from 5th October , 2020 in between 11:00 AM to 3:00 PM on or before 13th October, 2020 on all working days from the bidders in person/by Regd post and shall be opened at 12:00 pm on 14th October, 2020 by the Committee members of LPC in presence of tenderers or their Authorized representatives, if possible. If necessary they may directly contact with BMM, BMMU Hrishyamukh R.D Block.

Instruction to bidder and general terms and conditions for supply and serving of Tiffin/drinking water/lunch/dinner:-

1. An earnest money amounting to ₹ 10,000/- (Rupees Ten Thousand) only will have to be deposited in the shape of D-Call from any Nationalized bank/Tripura Garmin Bank/Tripura State Co-operative bank in favour of the **"BLOCK MISSION MANAGER(BMM)" payable at TGB, Hrishyamukh** with the sealed quotation. The said earnest money will be converted to security money for successful bidder. For others the earnest money would be refunded, after finalisation of the work order. Tender should be dropped in the tender box which is kept in the chamber of the Mission Manager (BDO) Hishyamukh RD Block.
2. Copy of Trade License and GST registration should be submitted.
3. Up to date ITC & PTC certificate should be submitted.
4. Attested copy of Dealer/Sub-Dealer/Agency/Company certificate/Registration should be enclosed.
5. The tenderers are requested to provide details address along with PIN code, phone/ Mobile Number etc for easier communication.
6. On the top left side corner of the sealed cover shall bear the " Tender for office stationary and training related items articles for Offices with tender number and date, due date of submission & name and address of tenderers.
7. Tenderers or their authorized representative may remain present at the time of opening of tenders.
8. The supply of materials/goods must be supplied with in 7(Seven) days from the date of issuance of Supply order by the office.
9. In case after opening of tender the lowest bidder withdraws his bids the Earnest Money shall be Forfeited,the offer of contract will be given to next lowest bidder after necessary negotiation or Fresh tender will be called.
10. Any enhancement of rate within the validity period of contact will not be considered except for imposition of any levy or increase in existing items by the Government any undue request may lead to cancellation of the order.

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11. Payment to successful tenderer shall be made on bill basis only after completion of supply of the items as ordered for No advance payment shall be made under any circumstances.
12. The rate should be typed and quoted both in figure and words clearly.
13. No overwriting would be accepted.
14. The following self attested documents along with earnest money deposit should be submitted: I) Registration certificate, ii) Copies of valid trade license, iii) PAN card, iv) Up-to-date ITC & PTC certificate, v) Proof of GST registration, vi) Experience certificate, vii) An undertaking showing acceptance of terms and condition of the tender in Annexure-A.
15. The Earnest Money Deposit (EMD) from any recognized Nationalized Bank of Rs. 10000/- (Rupees ten Thousand) only in the shape of D-Call/DD.
16. Supply of materials shall be delivered centrally i.e. store section of this office and no extra carrying/labour charge etc. will be entertained for that purpose.
17. Supply order will be issued from time to time as per requirement.
18. Necessary tax would be deducted from the bills as per rule.
19. No unspecified materials will be entertained. No substandard items will be made.
20. The quotation shall be accepted item wise as per lowest quoted rate only.
21. Rate should be quoted item wise separately by specifying brand/company, both in figure and words including all taxes.
22. In the quoted rates, no tempering or white fluid is accepted. There should not be any overwriting or correction in the tender.
23. Any default or breach of contract or non-execution of supply shall lead to forfeiture of earnest money, which has been deposited and he shall also be blacklisted.
24. The tender will valid for 2(two) financial years from the date of issue of supply order. However, if authority desires time may be extended up to 3 to 6 months.
25. Failure to provide standard quality items by the tenderer will render him disqualified for future supply/ tender. If it is found that the said materials are not supplied as per specification supplied items will be rejected payment may not be released.
26. The authority reserves the right to reject or accept any quotation even the lowest one also, without assigning any reason thereof.
27. While submitting the quotation, the bidder shall submit a copy of this tender document duly signed by authorized official of the firm and stamped on each page as token of acceptance of the terms & conditions Stipulated therein.
28. The approved bidder shall be bound for doing the job as per supply orders as and when required.
29. Tender which does not comply with the above conditions are liable to be rejected.
30. The NIT will be valid up to for the period for 1 (One) year or Rs. 4,99,999/- whichever is less.
31. No service charges will be entertained in any circumstances.


01/10/2020
(Jayanta Deb-TCS)

Block Mission Manager (BDO)
Hrishyamukh R.D Block
Belonia, South Tripura

UNDERTAKING TO BE SUBMITTED BY THE TENDERER

Tender No _____ dated _____
 For supplying the office stationery articles/ goods to be utilized by the office of the Block Mission Manager, (BDO), Hrishyamukh RD Block, Belonia South Tripura

1. I We/ Sri/Smt. _____ on behalf of M/S _____ having registered office at _____ do hereby declare that I will bind y the terms & condition of the tender.

2 I/We hereby bind myself/ourselves to the office of the Block Mission Manager (BDO), Hrishyamukh RD Block to supply materials as per rates quoted by me/us for the items tendered for are specified against each.

3. the articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the office of the Block Mission Manager (BDO), Hrishyamukh RD Block as regard to the quality and specification of articles shall be final and binding on me /us.

4. I/We agree to the condition of the tender under which the earnest Money Deposit (EMD) shall be forfeited by the authority.

5. I/We hereby undertake to pay penalty as per the terms and conditions of the tender for delayed supply of the ordered item.

6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and if any amount of the bill found by purchaser to have been over-paid, the amount so found shall be refunded by me/us.

7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in order within stipulated period.

8. The tender inviting authority has right to accept or reject any or all the tenders without assigning any reason.

9. I/We understand all terms & condition of the contract and bind myself/ourselves to abide by them.

10. I /We hereby declare that, I/we have not been disqualified/de-barred from supply of similar goods by any Government organization during last three years.

Signature

: _____

Name & Designation

Date _____

Name & Address of Firm :

Annexure:- B**Statement showing the items. of office stationary and Training related items which will be quoted by the bidder:**

SL NO	Name of article	Perticulars of office Articales	Related of works	Rate (Rs.)	Remarks
1	A4 Papper	(75 gsm) Per unit	Office & Training Related		
2	Cartage	prolite Per unit	Office & Training Related		
3	Register (8 no)	Per unit	Training Related		
4	Blue one time pen	Per unit	Training Related		
5	Black one time pen	Per unit	Training Related		
6	Writting ped	Per unit	Training Related		
7	Red White board marker	(10 pic) Box	Training Related		
8	Green white oard marker	(10 pic) Box	Training Related		
9	Black white board marker	(10 pic) Box	Training Related		
10	Blue white board marker	(10 pic) Box	Training Related		
11	Red Parmanent marker	(10 pic) Box	Training Related		
12	Green Parmanent marker	(10 pic) Box	Training Related		
13	Black Parmanent marker	(10 pic) Box	Training Related		
14	Blue Parmanent Marker	(10 pic) Box	Training Related		
15	Green Chart paper	Per unit	Training Related		
16	Yellow Chart paper	Per unit	Training Related		
17	Pink Chart paper	Per unit	Training Related		
18	White chart paper	Per unit	Training Related		
19	File note sheet	Per bundle	Office related		
20	Red Ribban	Per unit	Training Related		
21	Green Ribban	Per unit	Training Related		
22	white Ribban	Per unit	Training Related		
23	Blue Ribban	Per unit	Training Related		
24	Extation Cod	Per unit	Training Related		
25	hand Wash	(80ml) per unit	Office related		
26	Sanitizer	(100 ml) per unit	Office related		
27	Arch File	Best quality	Office related		
28	Tonner cartage of Xrox Machine (Sharp AR-6020)	Per unit	Office related		

Jayanta Deb
01/10/2020
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**Block Mission Manager (BDO)
Hrishyamukh R.D Block
Belonia, SouthTripura**