

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
PADMABIL R. D. BLOCK, KHOWAI DISTRICT.

No.F.2(4)/BDO/PDL/NAZ/NIQ(SA)/2018-19/ 8814-18

Dated: 18/02/2022.


Notice Inviting Quotation for Procurement of Office Stationary

On behalf of the Governor of Tripura, the undersigned invites sealed quotations from interested experience registered bidder/supplier / citizen / supply agencies for supplying of stationary items for office use of Padmabil R. D. Block for Financial Year 2021-22 onwards. The sealed Quotation should reach to the office of the BDO, Padmabil R. D. Block, Khowai District latest by 3.00pm of 2nd March'2022.

The item and specifications are enclosed in Annexure-A which may also 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 format given below:

Sl. No.	Name of item	Brand/Model	Unit	Rate per unit (including all taxes & other, if any)	
				Unit Price (in figure)	Unit Price (In Words)
1	2	3	4	5	6

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 18/02/2022 to 02/03/2022 from 10.00 to 3.00pm except Govt. holidays and the box will be opened on the last day i, e, on 02/03/2022 at 4.00pm, if possible in presence of the interested bidder who have participated in the quotation. If the last date of sealed quotation dropping/opening is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/opening of tender box.


Block Development Officer,
Padmabil R. D. Block, Khowai District.

The Following terms and condition shall apply:-

1. The lowest quoted cumulative unit price against all items or for a number 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, Padmabil R. D. Block on or before 3.00pm of 02/03/2022. The applicant/ agency should be a reputed manufacturing company/supplier of the items sought above.
3. The validity of the contract shall remain valid upto 31st March'2023.
4. The rate should include supply of materials as per specification including transportation cost, service charges for supply of materials to block HQ.
5. The rate should be quoted strictly as per given specifications in both figure and words inclusive of all inevitable Taxes and other charges, if any.
6. The sealed cover envelop shall be superscripted by the expression "QUOTATION FOR SUPPLY OF STATIONARY ITEMS FOR OFFICE USE OF PADMABIL R.D. BLOCK".
7. The supply agency must be registered under GST. Copy of GST registration should be submitted along with PAN, Bank Account Passbook preferably Aadhaar linked.
8. Material must be supply with delivery challan.
9. Supply of materials in full quantity should be completed within 7(seven) days from the date of receipt of supply order. In case, the quality of supply material is found sub-standard/ inferior, the supplier shall be liable to replace such materials at their own cost.
10. The rate once approved shall not be increased for any reason whatsoever or under any circumstances during the contract period.
11. Payment will be made on presentation of bills in triplicate after successful completion of supply within the stipulated date.

12. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
13. Any quotation not complying with required terms & conditions as stated above will be treated as informal.
14. Necessary taxes would be deducted as applicable as per govt. norms.
15. In case of legal dispute the jurisdiction will be the High Court of Tripura.
16. Terms & condition incorporated in the SNIQ shall form a part of the agreement.



Block Development Officer,
Padmabil R. D. Block, Khowai District.

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

1. The District Magistrate & Collector, Khowai District.
2. The Sub-Divisional Magistrate, Khowai Sub-Divisiona, Khowai.
3. The Block Development Officer, Khowai/Tulashikhar/Kalyanpur /Teliamura /Mungiakami R. D. Block.
4. The Supdt. of Agriculture, Khowai.
5. The Supdt. of Fisheries, Khowai.

Copy also forwarded for kind information to:-

1. The Director, ICA Dept. Gandhighat, Agartala for kind information with request to kindly arrange to publish in three local daily news papers.
2. The District Information Officer, Khowai District for kind information with request to arrange to float the tender in www.tripuratenders.gov.in/ www.eprocure.gov.in.
3. The Stor In-Charge Padmabil R. D. Block for information
4. The Account Section/Cashier of this block.
5. Notice board of Padmabil R. D. Block for information of all concern & necessary action.



Block Development Officer,
Padmabil R. D. Block, Khowai District.

List of Stationary Articles:-

Sl. No.	Name of Item	Brand/Model	Unit	Rate per unit (including all taxes & other, if any)
1.	A4 Size Paper	JK/Image	01 Ream	
2.	Legal Size Paper	JK/Image	01 Ream	
3.	Alpin-T		Per pkt.	
4.	Jems Clip (Plastic)		Per pkt.	
5.	Antivirus DVD		01 No.	
6.	Art Paper		Per sheet	
7.	Arch File (Ring)		01 No.	
8.	Almirah-steel(office type)		01 No.	
9.	Attendance Register (No-4)	Oxford	01 No.	
10.	Register Roll No-4	Oxford	01 No.	
11.	Register Roll No-6	Oxford	01 No.	
12.	Register Roll No-8	Oxford	01 No.	
13.	Register Roll No-12	Oxford	01 No.	
14.	Register Roll No-16	Oxford	01 No.	
15.	Register Roll No-24	Oxford	01 No.	
16.	Received Register No-8	Oxford	01 No.	
17.	Bucket Plastic 10ltr		01 No.	
18.	Bucket Plastic 20ltr		01 No.	
19.	Toilet Brush		01 No.	
20.	Bulb LED-9 & 11 watt	Philips	01 No.	
21.	Bulb CFL-14 & 18Watt	Philips	01 No.	
22.	Bed sheet 6x7ft.	Bombay Dying	01 No.	
23.	Broom (Flower) Jharu		01 No.	
24.	Broom (Coconuts) Jharu		01 No.	
25.	Battery Pencil	Eveready	01 No.	
26.	Battery for calling bell & TV Remote	Eveready	01 No.	
27.	Calculator-12 digit	Bistec	01 No.	
28.	Calculator - scientific		01 No.	
29.	Candel-200gm		Per pkt.	
30.	Clip Board Plastic		01 No.	
31.	Cup & Plate set	Bone China	Per Set.	
32.	Carbon A4		Per pkt.	
33.	Carbon FC		Per pkt.	
34.	Cello Tap1		01 No.	
35.	Cello Tap-3		01 No.	
36.	Correction Pen	Artline	01 No.	
37.	Car freshener	Godrej air	01 No.	
38.	CD (Blank)	Sony	01 No.	
39.	Calling Bell (Electric)	Havel	01 No.	
40.	Calling Bell(Normal)		01 No.	
41.	Candle Stand		01 No.	
42.	Cartridge 925	Canon	01 No.	
43.	Cartridge 925	Ordinary	01 No.	
44.	Cartridge 88A	HP	01 No.	
45.	Cartridge 388A	Ordinary	01 No.	
46.	Cartridge (Xerox)NPG-28	Cannon	01 No.	
47.	Cartridge 49A	HP	01 No.	

48.	Cartridge 110A	Ordinary	01 No.	
49.	Cartridge 110A	Hp	01 No.	
50.	Cartridge –PC-211KEV	Ordinary	01 No.	
51.	Cartridge MLT 109	Ordinary	01 No.	
52.	Cartridge MLT 210 EK	Ordinary	01 No.	
53.	Chair steel with arm	Un brand	01 No.	
54.	Chair plastic with arm	Nilkamal/RFL	01 No.	
55.	Chair wooden with arm	Teak wood	01 No.	
56.	Charge light (Lenten type)		01 No.	
57.	Capacitor (Ceiling Fan)		01 No.	
58.	Collin		01 No.	
59.	DVD(Blanck)	Sony	01 No.	
60.	Duster towel		01 No.	
61.	Dak Pad(Plastic) four folder		01 No.	
62.	Dish full	Bone China	01 Set.	
63.	Door mat (Plastic) 3fitx1.5fit		01 No.	
64.	D-Link switch 4 port	D-Link	01 No.	
65.	D-Link switch 8 port	D-Link	01 No.	
66.	D-Link switch 12 port	D-Link	01 No.	
67.	RJ 45 Plug		01 No.	
68.	Envelop-12X4 Yelow		Per pkt.	
69.	Envelop-12X8 Yelow		Per pkt.	
70.	Envelop-A4 size Yelow	Lamination	Per pkt.	
71.	Envelop- FS size Yelow	Lamination	Per pkt.	
72.	Eraser	Camlin	01 No.	
73.	Electric Chalk	Bajaj/Philips	01 No.	
74.	Electric Fan (Ceilling)	Bajaj/USHA	01 No.	
75.	Electric Fan (Stand)	Bajaj/USHA	01 No.	
76.	Engagement Pad		01 No.	
77.	Executive Diary		01 No.	
78.	File board & Cover	Rajdoot	01 No.	
79.	File Note Sheet		Per pkt.	
80.	File Folder (Plastic)		01 No.	
81.	Flex writing		Per sqft	
82.	Fire Box		01 No.	
83.	Fevical (100gm)		01 No.	
84.	Fevical (50gm)		01 No.	
85.	Fevi Stick		01 No.	
86.	Gel pen (VIP) 0.5 hi-tech		01 No.	
87.	Gel Pen- Octane		01 No.	
88.	Gum Pot 100ml	Camlin	01 No.	
89.	Gum pot 750 ml	Camlin	01 No.	
90.	Gum Tube	Camlin	01 No.	
91.	Glass lid		01 No.	
92.	Glue stick	Artline	01 No.	
93.	Guard File		01 No.	
94.	Hit(Black)		01 No.	
95.	Hit(RED)		01 No.	
96.	Highlighting Pen		01 No.	
97.	Ball Pen (Blue/Black/Red)	Link	01 No.	
98.	Harpic		01 No.	
99.	Holder for bulb	Havels	01 No.	

100.	Juice Glass-6 Nos per Packet	Borosil	per pkt.	
101.	Knife		01 No.	
102.	Computer Key Board	Lenovo	01 No.	
103.	Computer Mouse	Lenovo	01 No.	
104.	UPS 0.5kv	Foxin	01 No.	
105.	Motherboard (dual Core processor)		01 No.	
106.	Motherboard (Core i3 processor)		01 No.	
107.	Hard Disk, 8GB RAM		01 No.	
108.	Monitor LED 18"	Lenovo	01 No.	
109.	Lock & Key TOOT-50	Link	01 No.	
110.	Lock & Key TOOT-60	Link	01 No.	
111.	Lizol		01 No.	
112.	Liquid Hand Wash	Dettol	01 No.	
113.	Mosquito liquid vaporized Machine	Goodnight	01 No.	
114.	Mosquito repellent Re-fill	Goodnight	01 No.	
115.	Mosquito Coil	Goodnight	01 No.	
116.	Marker Pen (Slim)Permanent	Camlin	01 No.	
117.	Marker Pen (normal)	Camlin	01 No.	
118.	Mug (Plastic)		01 No.	
119.	MOP (Steel Body)		01 No.	
120.	Naphthalene		Per pkt.	
121.	Odonill		01 No.	
122.	Phenyle (Black) 1Ltr.		01 No.	
123.	Phenyle (White lemon flav) 1Ltr.		01 No.	
124.	Paper weight		01 No.	
125.	Plastic Dust Bin (Jhuri)		01 No.	
126.	Pen stand VIP double		01 No.	
127.	Pen Stand single		01 No.	
128.	Pen Drive 16 GB	Sony	01 No.	
129.	Pen Drive 32 GB	sony	01 No.	
130.	Punch Machine (Single)		01 No.	
131.	Punch Machine (double)		01 No.	
132.	Pin Cushion		01 No.	
133.	Printer HP 1108	Hp	01 No.	
134.	Printer HP (3 in 1)	Hp	01 No.	
135.	Scanner	HP	01 No.	
136.	Printer canon MF3010	Canon	01 No.	
137.	Printer Canon LBP 6018B	Canon	01 No.	
138.	Quarter Plate	Bone China	Per set.	
139.	Room Freshener		01 No.	
140.	RAM (DDR3) 2GB		01 No.	
141.	Stapler 24/6	Kangaroo	01 No.	
142.	Stapler-10	Kangaroo	01 No.	
143.	Staples 24/6	Kangaroo	Per pkt.	
144.	Staples-10	Kangaroo	Per pkt.	
145.	Sealing Wax		Per pkt.	
146.	Short Hand Book		01 No.	
147.	Stock Register-10	Oxford	01 No.	
148.	Stock Register-12	Oxford	01 No.	
149.	Sticky slip (Single)		Per pkt.	
150.	Sticky slip (Double)		Per pkt.	
151.	Sketch Pen	Artline	Per pkt.	

152.	Sujan (bodkin) iron		01 No.
153.	Stamp Pad (11.5X6.5)	Camlin	01 No.
154.	Stamp Pad (Big)	Camlin	01 No.
155.	Stamp Pad ink 500ml	Camlin	01 No.
156.	Sharpener	Camlin	01 No.
157.	Seat Cushion 16x16		01 No.
158.	Soap 100gm	Dettol	01 No.
159.	Scissor (big)		01 No.
160.	Scissor (medium)		01 No.
161.	Tea spoon (steel)		Dozen
162.	Spiral writing Pad 14x1.6cm	Luxor	01 No.
163.	Scale (steel)		01 No.
164.	Towel (Big)		01 No.
165.	Towel (medium)		01 No.
166.	Steel Trunk (medium)		01 No.
167.	Tag (Cotton)		Per pkt.
168.	Thread Ball		01 No.
169.	Table Cloth		Per mtr.
170.	Table Glass		Per ft.
171.	Transparent sheet		01 No.
172.	White board marker	Artline	01 No.
173.	Table Steel (Clerical)		01 No.
174.	Table wooden (Clerical)		01 No.
175.	Table Plastic	Nilkamal	01 No.
176.	Tube Light 40w	Bajaj/Philips	01 No.
177.	Tube Light LED 20w	Bajaj/Philips	01 No.
178.	Writing Pad Normal		01 No.
179.	Water Glass (ordinary)		Per set.
180.	Water Glass	Borosil	Per set.
181.	Water Jug (Plastic)		01 No.
182.	Wooden pencil	Ajanta	Per pkt.
183.	Wall Clock(Big)	Ajanta	01 No.
184.	Water sponge		01 No.
185.	Water bottle (500ml)	Baily/Bisleri	01 No.
186.	Water Bottle (1ltr)	Baily/Bisleri	01 No.
187.	Web Cleaner (Plastic)		01 No.
188.	Water Filter (Cement) 100ltr		01 No.
189.	Water Filter (Pureit) 20ltr		01 No.
190.	Water Drum 20ltr (drinking)/Jhar		01 No.
191.	Measurement Tap 30mtr (Plastic)		01 No.
192.	Measurement Tap 50mtr (Plastic)		01 No.


 Block Development Officer
 Padmabil R. D. Block, Khowai District.