

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPEMENT OFFICER  
PECHARTHAL R.D. BLOCK : UNAKOTI TRIPURA**

No.F.11(4)/ BDO/ PTL/NZT/2021-22 / 881  
/2021

Dated- 24/06/2021

**SHORT NOTICE INVITING TENDER**

On behalf of the Governor of Tripura ,the undersigned invited Short Notice Inviting Tender (SNIT) for supply of office stationery and other related /petty materials for the Financial Year (2021-22) from local registered traders /cooperative dealing in the items listed in Annexure -A, B & C.

The rate should be quoted both in figures and words as per prescribed pro-forma enclosed. The bidder have to attach D-Call amounting Rs.5,000/- (Rupees Five thousand) in favour of the Block Development Officer , Pecharthal RD Block, Unakoti District from any Bank payable at Pecharthal.

The quoted sealed quotation should be dropped in the Tender Box kept in the chamber of the Block Development Officer, Pecharthal RD Block on and from 05<sup>th</sup> July, 2021 to 7<sup>th</sup> July, 2021 up to 3.00 PM (Working Days).

The quotation will be opened on 7<sup>th</sup> July, 2021 at 4.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. | Name of the Items   | Earnest Money Deposit                    | Enclosures   |
|---------|---|--|--|
| 1       | 2   | 3  | 4  |
| 1       | Office Stationeries and other related / petty materials ( Enclosed in Annexure- A, B & C with SNIT) | Rs. 5,000/- (Rupees Five thousand) only. | Attested photo copy of<br>1. Permanent Account Number.<br>2. GST Registration Certificate.<br>3. Shop/ store Registration certificate.<br>4. Trade License ( if applicable)<br>5. Bank pass book.<br>6. ADHAAR card .<br>( without enclosures bid will not be accepted ) |

(S. Jamatia)

Block Development Officer  
Pecherthal R.D Block  
Unakoti District


## TERMS & CONDITIONS

1. The only lowest bidder will be accepted as supplier for required Materials/ articles .
2. The accepted bidder (Lowest bidder) shall have to supply all Materials as per requisition, Specification in Annexure -A,B & C in good condition.
3. All Statuary deduction shall be made for bill directly.
4. The contract shall be for the financial year 2021-22 up to 31<sup>st</sup> March, 2022. Time may be extend as per decision of the authority.
5. The supplier should supply all materials mentioned in the supply order within 7 (seven) days.
6. The authority reserves the right to cancel whole or any part of this process / supply ordered without assigning any reason.
7. Quoted rate of materials should be mention including GST .
8. The undersigned may strike out or cancel any items of stationery mentioned in Annexure - A,B & C ( List enclosed ) even after finalization of rate and bidder after.
9. If suppliers fails to supply the items as per requirement with in another few days the D-call money will be forfeited.
10. As per norms of GST applicable.
- 11.

  
24/6/21  
Block Development Officer  
Pecharthal RD Block  
Unakoti District.

### Copy to:-

1. The District Magistrate & Collector, Unakoti Tripura for kind information.
2. The Sub-divisional Magistrate, Kumarghat/Panisagar/Kanchanpur, Unakoti Tripura for kind information.
3. The Block Development Officer, Kumarghat, Chandipur, Gournagar R.D Block with a request to display NIT in their Notice Board.
4. The Director, ICA Department, Agartala for kind information with a request for arranging single insert SNIT notice in 3(three) Bengali dailies.
5. The District Informatics Assistant , NIC attached to the Office of the DM & collector , Unakoti District , Kailashahar for information and with request to float the Short Notice Inviting Quotation (SNIT) WWW. tenders . gov. in.
6. Store keeper in this Block information & necessary action.
8. The District informatics Assistant, NIC, Attached to office of the DM & Collector, Unakoti Tripura for information & with request to flot documents in the officials website.
9. Email to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to arrange floating the tender in [www.tripura.gov.in](http://www.tripura.gov.in).
10. The CEO,Kumarghat Municipality,Kumarghat, Unakoti Tripura for kind information.
11. Notice board of this office.

  
24/6/21  
Block Development Officer  
Pecharthal RD Block  
Unakoti District.

To  
Block Development Officer  
Pecharthal R.D Block , Unakoti District.

Subject: - Submission of Tender for the supply of office Stationery and other related petty materials along with necessary enclosures , and Earnest Money Deposit and Annexure-A,B & C.

Reference No: - No. F. 11(4)/ BDO/ PTL/NZT/2021 -22/881

Dated- 24/06 /2021.

Sir,

In Response to above, I am submitting the rates for the items as per Terms & conditions of the DNIT, 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:-

**DECLARATION:-** I do hereby declare that I have personally gone through the relevant DNIT in details and understood all the clauses, terms & conditions and agreed to abide by them to.

Dated:-

Enco:- As stated.

Yours faithfully,

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



List of of Items/ Materials ( Office Stationery)

Annexure- A

| Sl. No. | Name of Item                                    | Brand                 | Unit | MRP Rs (per unit) | Quoted Rate Rs. (per unit) |
|---------|---|-----------------------|------|-------------------|----------------------------|
| 1.      | Computer Printer Canon LBP-2900                 | Canon                 |      |                   |                            |
| 2.      | Computer Printer                                | HP                    |      |                   |                            |
| 3.      | Canon Cartridge -103                            | Pro Dot               |      |                   |                            |
| 4.      | Canon Cartridge -303                            | Pro Dot               |      |                   |                            |
| 5.      | Canon Cartridge -703                            | Pro Dot               |      |                   |                            |
| 6.      | HP LaserJet Cartridge -1007                     | Pro Dot               |      |                   |                            |
| 7.      | HP LaserJet Cartridge -88A                      | Pro Dot               |      |                   |                            |
| 8.      | HP LaserJet Cartridge -1106                     | Pro Dot               |      |                   |                            |
| 9.      | Canon LBP Cartridge -2900                       | Pro Dot               |      |                   |                            |
| 10.     | Xerox Machine Toner (MP2001 L)                  | RICOH                 |      |                   |                            |
| 11.     | Anti Virus ( Total Security)                    | Kaspersky Signal User |      |                   |                            |
| 12.     | Anti Virus ( Total Security)                    | Kaspersky Three User  |      |                   |                            |
| 13.     | Computer UPS                                    | Numeric/<br>Luminous  |      |                   |                            |
| 14.     | Scanner   | Canon                 |      |                   |                            |
| 15.     | Computer Mouse                                  | HP/Dell               |      |                   |                            |
| 16.     | Computer Key Board                              | HP/Dell               |      |                   |                            |
| 16.     | Pen drive -8GB                                  | HP                    |      |                   |                            |
| 17.     | Pen drive- 16GB                                 | HP                    |      |                   |                            |
| 18.     | Computer Extension cord                         | Good Quality          |      |                   |                            |
| 19.     | USB Charger Cable Original                      | Good Quality          |      |                   |                            |
| 20.     | LAPCARE Toner Cartridge (LPC2612A/LPC-9/LPC-10) | Good Quality          |      |                   |                            |
| 21.     | Wireless power bank (20000mAh)                  | MI Good Quality       |      |                   |                            |

  
S. JAMATIA

Block Development Officer  
Pecharthal R.D. Block  
Unakoti Tripura.

List of Items/ Materials ( Office Stationery)

Annexure- B

| Sl. No. | Name of Item   | Brand                | Unit | MRP Rs (per unit) | Quoted Rate Rs. (per unit) |
|---------|--|----------------------|------|-------------------|----------------------------|
| 1.      | Xerox paper (A4 Size)                                    | JK Copier            |      |                   |                            |
| 2.      | Xerox paper legal size                                   | JK copier            |      |                   |                            |
| 3.      | Register No-6  | Oxford               |      |                   |                            |
| 4.      | Register No-8  | Oxford               |      |                   |                            |
| 5.      | Register No-10   | Oxford               |      |                   |                            |
| 6.      | Register No-12   | Oxford               |      |                   |                            |
| 7.      | Register No-14   | Oxford               |      |                   |                            |
| 8.      | Register No-20   | Oxford               |      |                   |                            |
| 9.      | Pencil battery   | Eveready             |      |                   |                            |
| 10.     | White ink Correction Pen (7ml)                           | Kores                |      |                   |                            |
| 11.     | Glue Stick (8gm)   | Kores                |      |                   |                            |
| 12.     | Highlighter pen  | Camlin/Kores         |      |                   |                            |
| 13.     | Permanent Marker pen                                     | Good quality         |      |                   |                            |
| 14.     | Stamp pad (big size)                                     | Camlin/Kores         |      |                   |                            |
| 15.     | Stamp pad (small size)                                   | Camlin/Kores         |      |                   |                            |
| 16.     | Alpine (Box)   | Good quality         |      |                   |                            |
| 17.     | Calculator 12 step check & correct Auto reply , 12 Digit | Citizen/Casio/ ORPAT |      |                   |                            |
| 18.     | Gum  |                      |      |                   |                            |
| 19.     | File board & Cover                                       | star                 |      |                   |                            |
| 20.     | Log Book   |                      |      |                   |                            |
| 21.     | Marker pen   |                      |      |                   |                            |
| 22.     | Ball pen   |                      |      |                   |                            |
| 23.     | Gel pen  |                      |      |                   |                            |
| 24.     | Tag  |                      |      |                   |                            |
| 25.     | Colour flag  |                      |      |                   |                            |
| 26.     | Despatch Register, 200 Pages                             |                      |      |                   |                            |
| 27.     | Stock Book Register, 300 pages                           |                      |      |                   |                            |
| 28.     | Double tab   |                      |      |                   |                            |
| 29.     | Charge Light 25/30 w                                     | Good quality         |      |                   |                            |

  
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Block Development Officer  
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List of of Items/ Materials ( Office Stationery)

Annexure- C

| Sl. No. | Name of Item            | Brand                | Unit | MRP Rs (per unit) |
|---------|-------------------------|----------------------|------|-------------------|
| 1       | Toilet Cleaner (500MI)  | Harpic               |      |                   |
| 2       | Toilet Brush ( 105ft.)  | ISI marked           |      |                   |
| 3       | Rom Fresher (100ml)     | Odonil               |      |                   |
| 4       | Phenyl (Black 500MI)    | Good quality         |      |                   |
| 5       | Phenyl (white 500MI)    | Good quality         |      |                   |
| 6       | Towel                   | Good quality         |      |                   |
| 7       | Hand wash               | Dettol               |      |                   |
| 8       | Bulb LED 15W            | Philips              |      |                   |
| 9       | Light (five battery)    | Everady              |      |                   |
| 10      | Calling bell            | Usha                 |      |                   |
| 11      | Computer Extension cord | Good Quality         |      |                   |
| 12      | Pen drive -8GB          | HP                   |      |                   |
| 13      | Pen drive- 16GB         | HP                   |      |                   |
| 14      | Calculator              | Citizen/Casio/ ORPAT |      |                   |
| 15      | Bulb LED (9w)           | Philips              |      |                   |
| 16      | Plastic Bucket          | RFL                  |      |                   |
| 17      | Ceiling Fan Capacitor   | Good quality         |      |                   |
| 18      | Flex                    | Good quality         |      |                   |
| 19      | Jug                     | Good quality         |      |                   |
| 20      | Knife                   | Good quality         |      |                   |
| 21      | Lock Big 8 liver        | Link                 |      |                   |
| 22      | Lock Big 7 liver        | Link                 |      |                   |
| 23      | Tube Light              | Philips              |      |                   |
| 24      | Bulb LED (15w)          | Good quality         |      |                   |
| 25      | Stapler Big             | Good quality         |      |                   |
| 26      | Stapler Small           | Good quality         |      |                   |
| 27      | Plastic Scale           | Good quality         |      |                   |
| 28      | Sujan                   | Good quality         |      |                   |
| 29      | Stapler pin             | Good quality         |      |                   |
| 30      | Stamp pad               | Good quality         |      |                   |
| 31      | Envelop                 | Good quality         |      |                   |
| 32      | Writing pad             | Good quality         |      |                   |
| 33      | Correction pen          | Good quality         |      |                   |
| 34      | High Lighter pen        | Good quality         |      |                   |
| 35      | Hand sanitizer 100gm    | Good quality         |      |                   |

S. JAMATA

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