

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

No.F.11(4)/ BDO/ PTL/NZT/2018-19/3392-101

Dated-28/05/2019

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 (2019-20) 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 29th May, 2019 to 4th June, 2019 up to 3.00 PM (Working Days).

The quotation will be opened on 4th June, 2019 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 1. Permanent Account Number. 2. GST Registration Certificate. 3. Shop/ store Registration certificate. 4. Trade License (if applicable) 5. Bank pass book. 6. ADHAAR card . (without enclosures bid will not be accepted)

DCC


(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 2019-20 up to 31st March , 2020, 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.


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 with a request to arrange floating the tender in www.tripura.gov.in.
10. The CEO, Kumarghat Municipality, Kumarghat, Unakoti Tripura for kind information.
11. Notice board of this office .


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/2018-19; 3392-101 Dated- 28/05 /2019

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 ~~salong~~ 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:-


Encl:- As stated.

Yours faithfully,

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

List of the Items/ Materials (Computer Accessories)

Sl. No.	Name of Item	Brand	Unit	MRP 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 (MP2001L)	RICOH		
11	Anti Virus (Total Security)	Kaspersky Signal User		
12	Anti Virus (Total Security)	Kaspersky Three User		
13	Computer UPS	Numeric/ 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		


 28/5/19
 (S. JAMATIA)
 Block Development Officer
 Pecharthal R.D. Block
 Unakoti Tripura
 D.D.O. Code-18005

List of of Items/ Materials (Office Stationery)

Sl. No.	Name of Item	Brand	Unit	MRP Rs (per unit)
1	Xerox paper (A4 Size)	J.K Copier		
2	Xerox paper (FS Size)	J.K 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-16	Oxford		
9	Register No-20	Oxford		
10	Pencil battery	Eveready		
11	White ink Correction Pen (7ml)	Kores		
12	Glue Stick (8gm)	Kores		
13	Highlighter pen	Camlin/Kores		
14	Permanent Marker	Good quality		
15	Stamp pad (big size)	Camlin/Kores		
16	Stamp pad (small size)	Camlin/Kores		
17	Alpine (Box)	Good quality		
18	Calculator 12 step check & correct Auto reply 12 Digit	Citizen/Casio/ ORPAT		
19	Gum			
20	File Board And Cover			
21	Log Book			
22	Marker Pan			
23	Pencil battery			
24	Boll Pen			
25	Gel Pen			
26	Tag			
27	Colour Flag			
27	Despatch Register, 200 page			
28	Stock Book ,300 page			


 28/5/19
(S. JAMATIA)
 Block Development Officer
 Pecharthal R.D. Block
 Unakoti Tripura
 D.D.O. Code-18005

List of office Materials (Other)

Sl. No.	Name of Item	Brand	Unit	MRP Rs (per unit)
1	Toilet Cleaner (500MI)	Harpic		
2	Toilet Brush(105ft.)	ISI marked		
3	Rom Fresheners (100ml)	Odonil		
4	Phenyl (Black 500MI)	Good quality		
5	Phenyl (white 500MI)	Good quality		
6	Towel	Good quality		
7	Hand wash	Dettol		
8	All out Machine	All out		
9	Bulb LED 15W	Philips		
10	Pencil Battery			
11	Calling bell	Usha		
12	Computer Extension cord	Good Quality		
13	Pen drive -8GB	HP		
14	Pen drive- 16GB	HP		
15	Calculator	Citizen/ORPAT		
16	Bulb LED 15W	Philips		
17	Bulb 100w	Philips		
18	Plastic Bucket	RFL		
19	Celing Fan Capacitor			
20	Flax Printing			
21	Jug			
22	Knife			
23	Lock Big	Godrej		
24	Lock Big	Godrej		
25	Tube Light			
26	Room Spray			
27	Stapler Big			
28	Stapler Small			
29	Plastic Scale			
30	Sujan			
31	Stapler Pin			
32	Stamp Pad			
33	Envelop			
34	Towel Big Size			
35	Carbon			
36	Correctin Pan			
37	Writing Pad			


 28/5/19
 (S. JAMATIA)
 Block Development Officer
 Pecharthal R.D. Block
 Unakoti Tripura
 D.D.O. Code-18005