

NO. 2185-2205 F.3(9) / BDO/DSD / TENDER / STATIONARY / 2020-21 /  
GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
DASDA RD. BLOCK, NORTH TRIPURA.

Dated, the Dasda 09<sup>th</sup> September'2020.

**SHORT NOTICE INVITING TENDER**


On behalf of the Governor of Tripura, the undersigned invited (SNIT) separates sealed tender for **Procurement of office Stationeries and other related/Petty materials for the financial Year 2020-21 under Dasda RD. Block North Tripura** from Registered traders/Cooperatives dealing in the items. For details office of the undersigned may be communicated.

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has to attach D-Call amounting Rs.20,000/- (Rupees Twenty thousand) in favour of the Block Development Officer, Dasda RD. Block, North Tripura from any Nationalized Bank of India payable at Kanchanpur along with the tender. The undersigned having the right to reject any tender or contract at any time without assigning any reason.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Officer, Dasda RD. Block on and from 10/09/2020 to 08/10/2020 up to 3:00 PM (office hours and days only).

The tender will be **Opened on 08/10/2020 at 3.30 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.	Particulars	EMD	Enclosures
1	2	3	4
1.	Procurement of office Stationeries and other related/Petty materials for the financial Year 2020-21. (Enclosed in Annexure-A. with SNIT)	Rs.20,000/- (Rupees Twenty thousand) only.	Attested photo copy of Valid Shop/Store Registration Certificate, GST Registration, PAN Card, Trade License, Adhaar Card, Voter ID Card, Bank Pass Book. (With out enclosures bid will not be accepted).

  
(Saikat Saha, ICS)  
Block Development Officer  
Dasda R.D. Block, North Tripura.

**TERMS AND CONDITIONS:-**

1. The lowest quotationer will have to supply the items as per supply order within **10 (ten) days** from the date of receipt of supply order from the office of the Block Development Officer, Dasda R.D. Block, North Tripura. If supplier fails to supply the item as per requirement within stipulated period the D-Call money will be forfeited.
2. The lowest quotationer will have to supply the ordered materials as per specification already indicated in SNIT. No inferior or duplicate materials will be entertained by the office of the Block Development Officer, Dasda RD. Block, North Tripura. In case of such supply the D-call money (Security Deposit) will be forfeited as usual course and BDO's office, Dasda R.D. Block North Tripura shall take initiative to declare the concerned firm as black listed.
3. If there is any abnormal downfall in respect of market rate etc. during the contract period BDO's office will arrange procurement of fresh rate irrespective of currency of present SNIT.
4. In case any materials damaged/inferior quality, BDO's office, may give chance the respective supplier to replace these items within 02(two) days, in case the supplier fails to replace the same, the necessary action will be taken against the supplier.
5. No item of materials will be accepted beyond the supply order and articles rate of which is not included in the bid/ tender document.
6. Necessary statutory deduction will be made from bill.
7. The undersigned may cancel the whole affairs without showing any prior notice to bidders/supplier, if necessary.
8. Undersigned may strikeout or cancel any item of stationary mentioned in Annexure-A (list of office stationary) even after finalization of rate and bidder, if necessary.
9. As per norms of GST.
10. In case of any arbitration the matter will be referred to the District Magistrate & Collector and the order of the District Magistrate & Collector shall be final.

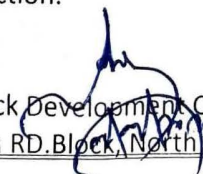
  
 (Saikat Saha, TSS)  
 Block Development Officer  
 Dasda RD.Block, North Tripura.

To,

- 1) The Director, ICAT, Government of Tripura, Agartala, West Tripura for kind information with request to publish in 3(three) (A-quality) local dailies (Bengali & English) paper in single insertion.
- 2) The Director, Information & Technology Department Government of Tripura, Agartala, West Tripura for kind information with 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, Dharmanagar for kind information with a request to display the notice in District official website please ([www.northtripura.nic.in@gmail.com](mailto:www.northtripura.nic.in@gmail.com) and [www.tenders.gov.in](http://www.tenders.gov.in). E-mail to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com)).

**Copy to:-**

1. The Hon'ble Chairman, Block Advisory Committee, Dasda RD. Block, North Tripura, for favour of kind information.
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information.
3. The Sub-Divisional Magistrate, Kanchanpur, North Tripura for kind information.
4. The Block Development Officer, Jampui Hill/Damcherra/Kalacherra/ Kadamtala/ Jubarajnagar/ Laljuri / Panisagar R.D.Block for information with a request to display in their Notice Board.
5. The Superintendent of Fisheries / Agriculture / Horticulture, Kanchanpur, (member of LPC Committee Dasda RD. Block) for information with a request to display in their Notice Board.
6. The Auditor/ Cashier/ GL Store- Keeper of this office for information and necessary action.
7. Notice Board of this Office for wide publication.

  
 Block Development Officer  
 Dasda RD.Block, North Tripura.

To  
The Block Development Officer  
Dasda RD.Block, North Tripura.

Subject:- Submission of Tender for the Stationery official articles along with  
necessary enclosures, Earnest Money Deposit and other Annexure-'A'.

Ref. NO. \_\_\_\_\_/F.3(9) / BDO/DSD / TENDER / STATIONARY / 2020-21 / dated,\_\_\_\_\_/09/2020.

Sir,

In response to above, I am submitting the rates for the items as per Terms & Conditions of the SNIT, 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 :-

1. DECLARATION: - I do hereby declare that I have personally gone through the relevant SNIT in details and understood all the clauses, terms & Conditions and agreed to abide by those clauses terms and condition.

Dated :-

Yours faithfully,

Encl :- as stated.

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



LIST OF OFFICE STATIONARY

SL. No	A. Category items	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
1	2	3	4	5	6
1	Pinter Cartridge (88A)	HP	No.		
2	Pinter Cartridge (12A)	HP	No.		
3	Xerox Machine Cartridge SHARP AR-56185	SHARP (MX 235AT)	No.		
4	Canon Speed Pinter Toner (505A)	Canon	No.		
5	Pinter Cartridge (308)	Canon	No.		
6	Canon Speed Pinter Toner (NP 2020)	Canon	No.		
7	Xerox Machine Cartridge	Canon	No.		
8	Pinter Cartridge (303)	Canon	No.		
9	Computer printer (LaserJet P1108)	HP	No.		
10	Register-No.4	OXFORD	No.		
11	Register-No.6	OXFORD	No.		
12	Register-No.8	OXFORD	No.		
13	Register-No.10	OXFORD	No.		
14	Register-No.12	OXFORD	No.		
15	Register-No.16	OXFORD	No.		
16	Register-No.40	OXFORD	No.		
17	Register-No.20	OXFORD	No.		
18	Register-No.24	OXFORD	No.		
19	Register-No.30	OXFORD	No.		
20	Register-No.40	OXFORD	No.		
21	Stock Register No.10	OXFORD	No.		
22	Stock Register No.20	OXFORD	No.		
23	Stock Register No.24	OXFORD	No.		
24	Stock Register No.30	OXFORD	No.		
25	Leger Book No.30	OXFORD	No.		
26	Laser Book No.20	OXFORD	No.		
27	Laser Book No.10	OXFORD	No.		
28	Bill Register (Binding)	OXFORD	No.		

29	Receipt Register (Binding)	OXFORD	No.	
30	Dispatch Register (Binding)	OXFORD	No.	
31	Attendance Register no.10	OXFORD	No.	
32	Acquaintance Rule Register No.20	OXFORD	No.	
33	Xerox paper (A4 size)	JK sparkle	No.	
34	Xerox paper ( A4 size)	JK Copier	No.	
35	Xerox paper (A4 size)	Image	No.	
36	Xerox paper (A4 size)	Hind (HPC)	No.	
37	Xerox paper legal size	JK Copier	No.	
38	Xerox paper legal size	JK Sparkle	No.	
39	Xerox paper legal size	Images	No.	
40	Xerox paper legal size	Hind (HPC)	No.	
41	Sanitizer 500ml	Good quality	No.	
42	Sanitizer 250ml	Good quality	No.	
43	Sanitizer 100ml	Good quality	No.	
44	Seizer	Good quality	No.	
45	Towel big size	Good quality	No.	
46	Towel small size	Good quality	No.	
47	Cup Plate sets	Milton	No.	
48	Door Mat (Papush).	Good quality	No.	
49	All out Machine	All out	No.	
50	Bulb (LED) 12 w.	PHILIPS	No.	
51	Bulb (LED) 9 w.	PHILIPS	No.	
52	Bulb (LED) 100 w.	PHILIPS	No.	
53	Bulb 100 w.	PHILIPS	No.	
54	Tube light 40 w	PHILIPS	No.	
55	Calculator big	CASIO	No.	
56	Calculator OT-1600T (120 step check & Correct Auto Replay, 12 Digit)	ORPAT	No.	
57	Cash Book	OXFORD	No.	
58	Celling Fan	USHA	No.	
59	Calling Bell	FORT	No.	
60	Chock	PHILIPS	No.	
61	Computer Extension Cord	Good quality	No.	

62	Pure it Battery	Eveready	No.		
63	Plastic Folder	Good quality	No.		
64	Eveready Battery	Eveready	No.		
65	Pencil Battery	Eveready	No.		
66	Highlight Pen	Good quality	No.		
67	Water Flax	Good quality	No.		
68	Pen drive (8 GB)	HP	No.		
69	Stapler Machine (Big)	Kangaro	No.		
70	Stapler Machine (Small)	Kangaro	No.		
71	Stapler Pin (Big)	Kangaro	No.		
72	Stapler Pin (Small)	Kangaro	No.		
73	Room Freshener (200 ml)	Odonil	No.		
74	Measurement Book	OXFORD	No.		
75	Measurement Tab	OXFORD	No.		
76	Field Book.	OXFORD	No.		
77	Gate Pass Book. (50 pages)	OXFORD	No.		
78	Cello tap curter	Good Quality	No.		
79	Cello tap medium size	Good Quality	No.		
80	Red Salu (Cloth) per mtr.	Good Quality	No.		
81	All-out Liquid along with Machine	Good Quality	No.		

Sl. No	B. Category items	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
1	2	3	4	5	6
82	Dot pen One Time	AGNI 20/20	No .		
83	Ball pen	Good quality	No .		
84	Envelop (big Size)	Good quality	No .		
85	Envelop (Small Size)	Good quality	No .		
86	Envelop big size (service book carry)	Good quality	No .		
87	Punch Machine (Medium size)	Good quality	No .		
88	Alpin	Good quality	No .		
89	Eraser	Good quality	No .		
90	Cotton Tread	Good quality	No .		



91	Clip Board	Good quality	No.		
92	Gum Pot 200 ML	Good quality	No.		
93	Flag Stick (Slip)	Good quality	No.		
94	Suzan	Good quality	No.		
95	Tag	Good quality	No.		
96	Correction Pen	Good quality	No.		
97	Duster Cloth	Good quality	No.		
98	File Cover & Board	Rajdoot	No.		
99	James Clip	Good quality	No.		
100	Water sponge	Good quality	No.		
101	Knife big size	Good quality	No.		
102	Lock & key big size	link	No.		
103	Lock & key medium size	link	No.		
104	Lock & key small size	link	No.		
105	Marker pen	Good quality	No.		
106	Note Sheet	Good quality	No.		
107	Odonil	Good quality	No.		
108	Peon book	OXFORD	No.		
109	Paper weight	Good quality	No.		
110	Napthalene	Good quality	No.		
111	Dak Pad	OXFORD	No.		
112	Stamp pad big	Apollo	No.		
113	Stamp pad medium	Apollo	No.		
114	Stamp pad small	Apollo	No.		
115	Pad Ink	Apollo	No.		
116	Fevical Gum 500ml	Best quality	No.		
117	Fevical Tube	Best quality	No.		
118	Note Pad (VIP)	Apollo	No.		
119	Note Pad (Ordinary)	Apollo	No.		
120	Short Hand note Book	OXFORD	No.		
121	Blank (CD)	SONY	No.		

122	Candle big (per pkt)	Good quality	No.		
123	Scale	Good quality	No.		
124	Spoon	Good quality	No.		
125	Stick for Banding With cover	Good quality	No.		
126	Sketch pen	Good quality	No.		
127	Dustbin big	Good quality	No.		
128	Carbon Paper (420x430 mm)	Good quality	No.		
129	Carbon Paper (210x330 mm)	Good quality	No.		
130	DFC paper	Good quality	No.		
131	Pencil (Wood)	Good quality	No.		
132	Executive diary	Rajdoot	No.		
133	Pen stand	Good quality	No.		
134	Water Glass	Milton	No.		
135	Water Glass Lid	Milton	No.		
136	Three Quarter Dish	Good quality	No.		
137	Pencil Battery	Eveready	No.		
138	Plastic cover file	Good quality	No.		
139	File board along with cover Vip type	Good quality	No.		
140	Guard file	Good quality	No.		
141	PVC flower broom (Long)	Good quality	No.		

Sl. No.	C. Category items	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
1	2	3	4	5	6
142	Remia Jharu		No.		
143	Coconut Broom	Good quality	No.		
144	Harpic 500ml	Hindustan	No.		
145	Phenol Black 500ml	Good quality	No.		
146	Phenol white 500ml	Good quality	No.		
147	Toilet brush	Good quality	No.		
148	Plastic bucket	Good quality	No.		

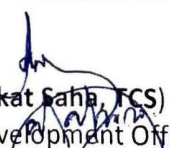


149	Jute sutle	Good quality	No.		
150	Key Beg	Good quality	No.		
151	Table glass	Good quality	No.		
152	Seat Cession	Good quality	No.		
153	Gurder	Good quality	No.		
154	Godrej chair	Godrej	No.		
155	Godrej Table (Medium Size)	Godrej	No.		
156	Steel Almaraah big	Godrej	No.		
157	Plastic chair	RFL/ Lotus	No.		
158	Mug PVC	Good quality	No.		
159	Drug Net	Good quality	No.		
160	Electric (Tea Maker )	Good quality	No.		
161	Mirror bathroom	Good quality	No.		
162	Tray	Good quality	No.		
163	Computer keyboard	HP	No.		
164	Computer mouse	HP	No.		
165	White Makin Cloth	Good quality	No.		
166	Screw Driver & Tester	Good quality	No.		
167	Torch light	Eveready	No.		
168	Charger Light	Good quality	No.		
169	Umbrella	Good quality	No.		
170	Vehicle Log book	Good quality	No.		
171	Water filter big (Cement)	Good quality	No.		
172	Wall Clock	Good quality	No.		
173	Stapler Machine (Small)	Kangaro	No.		
174	Plus	Good quality	No.		
175	Dettol soap medium	Good quality	No.		
176	Dettol Hand wash 500 ml	Good quality	No.		
177	Trunk aluminum big size	Good quality	No.		
178	Trunk aluminum Medium size	Good quality	No.		

179	Table Cloth	Good quality	No.		
180	Bulb (100W)	Phillips	No.		
181	Tube light (40W)	Phillips	No.		

**M G N R E G A S C H E M E**

1	<b>REGISTER – I (PER REGISTER 500 PAGES)</b>	<b>(Best quality papers &amp; Binding)</b>			
	REGISTER FOR:--				
	• JOB CARD APPLICATION.				
	• JOB CARD REGISTRATION.				
	• JOB CARD ISSUE				
	• HOUSEHOLD EMPLOYMENT REPORTS				
2	<b>REGISTER-II</b>				
	• REGISTER FOR:--				
	• GRAM SABHA (MEETING) MINUTES, RESOLUTION AND PRIORITIZED LIST OF WORKS				
	• SPECIAL SOCIAL AUDIT GRAM SABHA (MEETING) MINUTES, RESOLUTION AND ACTION TAKEN REPORTS.				
3	<b>REGISTER-III</b>				
	• REGISTER FOR:--				
	• DEMAND FOR WORKS				
	• ALLOCATION OF WORKS				
	• PAYMENT OF WAGES REGISTER				
4	<b>REGISTER-IV</b>				
	• REGISTER FOR WORK				
5	<b>REGISTER-V</b>				
	• FIXED ASSET REGISTER				
6	<b>REGISTER-VI</b>				
	• COMPLAINT REGISTER				
7	• <b>REGISTER-VII</b>				
	• MATERIAL REGISTER				
8	• FTO REGISTER				

  
 (Salkat Sahib, FCS)  
 Block Development Officer  
 Dasda R.D. Block, North Tripura.