

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
DUKLI R. D. BLOCK, WEST TRIPURA

NO. F.7 (4-1)/BDO/DKL/Audit-TDR/2020-21/8713-19

Dated 03/12/2020

DETAILED NOTICE INVITING TENDER.

On behalf of the Governor of Tripura the undersigned hereby invites sealed quotation of rate from the resourceful supplier/vendor for supply of **Office stationery (A list in shape of Annexure –A and tender form in shape-B) available to Audit section to the Block Development Officer, Duklii RD Block for the Financial year 2020-21.**

The Tenderer has to attach Earnest money amounting to Rs. 1000/- (Rupees Ten thousand) only in favour of the Block Development Officer, Dukli RD Block, West Tripura from any nationalized Bank, Payble at Dukli.

Details of the Tender may be downloaded from the **website-www.westtripura.gov.in and www.tripura.gov.in** and also available in the office of the undersigned. (in shape of **Annexure-A and Annexure-B**)

The specifications and other details of. Are available in the O/O the Block Development Officer, Dukli R.D. Block, Agartala, West Tripura on any working days in between 10.00 am to 3.00 pm. Quotation in sealed in covers should be captioned **“TENDER FOR STATIONERY ITEMS” and dropped in the tender box kept in front of the chamber of the BDO. On and from 03.12.2020 to 19.12.2020 from 10.am to 3.00pm (except holidays).** The same will be opened on **19.12.2020 at 4.00 pm** if possible; otherwise it will open on next subsequent working days in presence of the interesting tendered/authorized representatives. The tender Form consisting of details terms and conditions can be collected **by cost of Rs. 100/- (Rupees One hundred) only** from the Audit Section, Dukli R.D Block as stated above.

The undersigned will have be right to reject any Tender or contract in any time without assigning any reason.

.Format for submission of quotation (Annexure-B):

| Sl. No. | Name of items | Brand | Unit | Rate Per unit (in Rs.) | Remarks (if any) |
|---------|---------------|-------|------|------------------------|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

(Ripal Das, TCS)
Block Development Officer,
Dukli RD Block.


Copy to:-

- 1) The District Magistrate & Collector, West Tripura, Agartala for kind information.
- 2) The Director, ICAT, Agartala, West Tripura for kind information.
3. The Sub-Divisional Magistrate (SDM), Sadar West Tripura for kind information.
- 4) The Block Development Officer, Jirania/Old Agartala/Mandwi/Hezamara/Bamutia/Mohanpur/Lefunga/Belbari R.D. Block with a request to display SNIT in their notice Board.
- 5) The District Information Officer triwtr@nic.in, DM & Collector Office, West Tripura, Agartala for information and requested to upload the Tender documents at www.westtripura.gov.in
6. Email to portal.tripura@gmail.com with a request to arrange floating the tender document in www.tripura.gov.in.
7. The Notice Board of this office.

Block Development Officer,
Dukli RD Block.

Terms & Condition for stationery items:-

- 1) Tender must be submitted/dropped in the specific tender box kept in the chamber of the O/o the Block Development Officer, Dukli RD Block, West Tripura in sealed cover addressed to the Block Development Officer, Dukli RD Block, West Tripura and should mention the tender notice Number above the envelop for reference.
- 2) **Necessary Documents-** Tenders/questioners shall have to submit the following document like GST Registration (Permanent/Provisional) certificate, valid Trade license, PAN card. Self attested photocopy to be enclosed along with the tender form and original should be kept in hand for sow when asked for after opening the tender. Tender without these enclosures will be rejected.
- 3) Bidders are requested to provide details address along with Pin-code, contact no. and e-mail ID for easier communication.
- 4) Approved rates will remain valid for 01 (one) year from the date of approval.
- 5) Rates should be quoted including of all taxes and necessary taxes as applicable will be deducted from the bill at sources.
- 6) For any other clarification may contact the O/o the undersigned during office hours in working day only.
- 7) Materials should be delivered to this office at block HQ in good condition and any inferior quality of materials will not be accepted by this office.
- 8) The successful quotationer will have to supply the material within 07(seven) days from the date of receiving of supply order.
- 9) Any Co-operative Societies like LAMPS/PACS shall submit tender without adding service charge against each item.
- 10) **Earnest money of Rs. 10000/-**(Rupees Ten thousand) only have to be deposited in the form of Demand Draft from any Schedule Bank drawn in favour of **Block Development Officer, Dukli RD Block** payable At Call, from any recognized Bank, to be attached with tender.
- 11) Tender form with details terms & conditions and list of articles can be obtained on submission of prayer along with self attested copy of PAN card, Aadhaar card on payment of Rs. 100/- (Rupees One hundred) only in the shape of TR-5 (Non-Refundable) from the Audit Section, Dukli RD Block on from 03-12-2020 to 19-12-2020 from 10.00 am to 3.00 pm (except holidays).
- 12) The undersigned reserve the right to accept or reject any tender/quotation including the whole tender process at any stage without assigning any reason.


(Bipul Das, TCS)
Block Development Officer,
Dukli RD Block.