

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
LALJURI R.D.BLOCK  
NORTH TRIPURA**

NO.F.7 (1)/BDO/LJR/GL-STORE/2020-21/881-91

Dated, 10.07.2020

**SHORT NOTICE INVITING QUOTATION**

On behalf of the Governor of Tripura, the undersigned invites **Short Notice Inviting Quotation(SNIQ) for supply of office stationeries and other related official items for the Financial Year (2020-21)** from local registered traders/co-operatives eligible bidders/suppliers who have experience to supply the stationery articles to the different Govt. offices and autonomous bodies as per items listed in "**Annexure-A**". The details of items, terms & conditions and specification are available in the Office of the BDO, Laljuri R.D.Block and which the interested bidders may be inspected up to **21<sup>st</sup> July, 2020** (during office hours and days only).

The rate should be quoted both in figures and words as per prescribed proforma enclosed. **The earnest money in the shape of D-Call of Rs.5,000/- (Rupees Five Thousand) only shall be deposited in favour of the Block Development Officer, Laljuri R.D.Block, North Tripura District (Payable at Laljuri) from any Nationalized Bank and the same D-Call should be attached with their quotation.**

The Tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office chamber of the undersigned **from 15<sup>th</sup> July, 2020 to 21<sup>st</sup> July, 2020 up to 3:00 PM except Govt. holidays** and the Box will be opened on the last day at 4.00 PM (if possible) in presence of the bidders/authorized representatives who are willing to remain present at the time of opening of the quotation. If the last date of Tender dropping /opening of Tender paralyzed due to any unforeseen reason, the next working day will be the last date of dropping / opening of Tender Box.

Sl. No.	Name of Items	EMD	Enclosure
01.	Office stationeries and other related official items (Enclosed in Annexure-A with this SNIQ)	Rs.5,000/- (Rupees Five Thousand only)	<b>Attested photocopy of:-</b> 1. Permanent Account Number Card. 2. GST Registration Certificate. 3. Shop/store registration certificate. 4. Trade Licence (If applicable) 5. Up to date Bank Pass Book 6. AADHAAR card.

(PINKU DEBBARMA, TCS Gr-II)  
Block Development Officer  
Laljuri R.D.Block  
North Tripura

## Terms & Conditions:-

1. The sealed cover envelop shall be superscripted by the expression "**QUOTATION FOR SUPPLYING OF STATIONERIES AND OTHER RELATED OFFICIAL ITEMS FOR LALJURI R.D.BLOCK FOR THE YEAR 2020-21**".+
2. The rate should be quoted (both word and figure) for each and every item separately inclusive of all inevitable taxes, transportation charges, cost of fitting and fixing & other service charges, if any.
3. The lowest bidder shall sign an agreement with the Block Development Officer, Laljuri R.D.Block within 07 days of receipt of offer. If fails to do so, the 2<sup>nd</sup> lowest Bidder may be awarded the contract, if found suitable.
4. The supply order will be placed by the office as and when required by the items.
5. The selected supplier shall have to supply the items to the office of the Block Development Officer, Laljuri R.D.Block within 07 days of receipt of every supply order, If fails, the undersigned may give another chance to the supplier to supply the ordered items within another few days or security money in the shape of Deposit-at-Call (D-Call) may be forfeited or the agreement may be cancelled. It is mention here that without submission of D-Call with the other documentation at the time of submission of bid is treated as invalid/rejected.
6. The tender period may be extended if authority desires.
7. In case, the quality of the stationery articles supplied are found Sub-standard / inferior, the supplier will liable to replace such materials with in next 03 days at their own cost.
8. No items/materials shall be accepted beyond the supply order and agreed rates of materials which is not included in the bid tender document.
9. Payment will be made only after successful delivery and good received is certified by storekeeper with proper entry made in the stock register.
10. In-case of high fluctuation of rates in the market during the contract period, the BDO reserves the right to cancel the agreement and may call a fresh tender with intimation the supplier.
11. Any item may be struck off/out by the undersigned from Annexure-A (Liar of materials) even after finalization of rate and bidder.
12. All statutory deductions shall be made from bills, i.e. payment shall be inclusive of Taxes.
13. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
14. The undersigned also reserves the right to approved, modified or reject any design.
15. The contract shall be for the Financial Year 2020-21(**up to 31<sup>st</sup> March, 2021**).

(PINKU DEBBARMA, TCS Gr-II)  
Block Development Officer  
Laljuri R.D.Block  
North Tripura

## **To**

1. The Director, ICAT, Government of Tripura for kind information with request to arrange to publish in 3(three) (A-quality) local dailies (Bengali & English) in single insertion.
2. The Director, Information & Technology Deptt., Govt. of Tripura, Agartala, West Tripura 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 District, Dharmanagar for kind information with a request to display the notice in District Official Website please.

## **Copy to:-**

1. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information please with a request to display in the notice board.
2. The SDM, Kanchanpur/Dharmanagar/Panisagar, North Tripura for kind information please with a request to display the matter in the notice board.
3. The BDO, Kadamtala/Kalacherra/Jubarajnagar/Panisagar/Damcherra/Dasda/Jampui Hill R.D. Block for information with a request to display the matter in the notice board of concern offices for wide publicity.
4. The Accounts section/Cashier of this Block for information.
5. The Junior Engineer (In-charge, Store Section) of this Block for information and necessary action.
6. The Superintendent of Agriculture/ Superintendent of Fisheries of Kanchanpur (Member of LPC Committee of Laljuri R.D.Block) for information and necessary action please.
7. Notice Board of this office for wide publication.

Block Development Officer  
Laljuri R.D. Block  
North Tripura

**(Prescribed pro-forma)**

To  
The Block Development Officer  
Laljuri R.D.Block,  
Laljuri, Kanchanpur, North Tripura.

**Sub:-** Submission of tender for supply of office stationery and other related official items along with necessary documents and EMD.

**Ref:-** NO.F.7(1)/BDO/LJR/GL-STORE/2020-21/\_\_\_\_\_, Dated, ...../...../2020

Sir,

In response to the above, I am submitting the rates for items listed in the Annexure-A of the SNIQ as per terms and conditions:-

7. My Name(In Capital letters) :-
8. My Address :-
9. My Mobile No. :-
10. Address of Shop/Selling units :-
11. EMD Details :-
12. List of enclosures :-

DECLARATION:- I do hereby declare that I personally gone through the DNIT and understood all the clauses, terms & conditions and agreed to abide by it.

**Enco:-** As stated.

Dated:-

Place:-

Yours faithfully,

(Signature of bidder with  
Date and seal, if any)

**Format for quotation of rate sheet for each item**

<b>Sl. No.</b>	<b>Name of Stationery</b>	<b>Brand</b>	<b>unit</b>	<b>Quoted rate per unit(Both word &amp; figure)</b>
<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>
01	Alpin (T)	Good Quality	1 Box.	
02	Battery(Pencil)	Eveready	1 Pcs.	
03	Calculator(12 digit big size)	ORPAT	1 Pcs.	
04	Carbon(Big Size)	Kores	1 Pkt.	
05	Carbon(Small Size)	Kores	1 Pkt.	
06	Printer Machine HP LASERJET-P1108	HP	1 No.	
07	Canon Scanner (Lide 110)	Canon	1 No.	
08	Printer Cartridge(88A)	HP	1 No.	
09	Printer Cartridge(12A)	HP	1 No.	
10	Printer Cartridge(18A)	Prodot	1 No.	
11	Printer Cartridge (218A) PLH(Prodote)	Prodote	1 No.	
12	Printer Cartridge(88A) (Re-filling)	Prodote	1 No.	
13	Printer Cartridge(12A) (Re-filling)	Prodote	1 No.	
14	Correction Pen(whitener)	Luxot	1 Pcs.	
15	Cutter(Sesser)	Good Quality	1 Pcs.	
16	Flag paper	Good Quality	1 Pkt.	
17	File Cover & File Board	Good Quality	1 Set.	
18	Eraser	Good Quality	1 No.	
19	Plastic Folder	Good Quality	1 No.	
20	Pen Drive (8GB)	HP	1 No.	
21	Computer Key Board(Wired)	HP	1 No.	
22	Computer Mouse (Wired)	HP	1 No.	
23	Jute Suttle	Good Quality	1 KG	

24	White Markin Cloth	Good Quality	Per Mtr.
25	Red Salu.	Good Quality	Per Mtr.
26	Xerox Paper(A4 Size)	JK copier	1 Rim.
27	Xerox Paper Legal Size	JK copier	1 Rim
28	Guder	Good Quality	1 Kg.
29	Measurement Tape 30 Mtr.	Good quality	1 Pcs.
30	Room Freshener	Odonil	1 No.
31	Mosquito Coil	Good night	1 Pkt.
32	Register No.2	Oxford	1 No.
33	Register No.4	Oxford	1 No.
34	Register No.6	Oxford	1 No.
35	Register No.8	Oxford	1 No.
36	Register No.10	Oxford	1 No.
37	Register No.20	Oxford	1 No.
38	Register No.30	Oxford	1 No.
39	Field Book	Oxford	1 No.
40	Measurement Book	Oxford	1 No.
41	Despatch Register(Binding)	Good Quality	1 No.
42	Receive Register (Binding)	Good Quality	1 No.
43	Bill Register(Binding)	Good Quality	1 No.
44	Attendance Register (Binding)	Good Quality	1 No.
45	Acquaintance Roll Register (Binding)	Good Quality	1 No.
46	Stock Register No.24	Oxford	1 No.
47	Nepthalin	Good Quality	1 Pkt.
48	Ball Pen Goldex (Black)	Goldex	1 Pkt.
49	Ball Pen Goldex (Blue)	Goldex	1 Pkt.
50	Ball Pen Goldex (Red)	Goldex	1 Pkt.
51	Envelop(5X12)	Good Quality	Per 500 pcs.



52	Envelop(6X4)	Good Quality	Per 500 pcs.	
53	Envelop(9X4)	Good Quality	Per 500 pcs.	
54	Gum Pot(700 ml)	Kores	1 No.	
56	Stapler Machine(10)	Kangaro	1 Pcs.	
57	Stapler Pin(24/6)	Kangaro	1 Pkt.	
58	Stapler Pin(10)	Kangaro	1 Pkt.	
59	High Light Pen	Good Quality	1 Pcs.	
60	Suzan	Good Quality	1 Pkt.	
61	James clip	Good Quality	1 Pkt.	
62	Lock & Key(Medium Size)	Link	1 Pcs.	
63	Lock & Key(Big Size)	Link	1 Pcs.	
64	Marker Pen	Camlin	1 Box	
65	Stamp Pad(Small)	Kores	1 No.	
66	Stamp Pad(Big)	Kores	1 No.	
67	Note Pad	Good Quality	1 No.	
68	Pencil (Wood)	Nataraj	1 Pkt.	
69	Flower Broom	Good Quality	1 No.	
70	Harpic (500 ml)	Good Quality	1 No.	
71	Phenol(500 ml)	Good Quality	1 No.	
72	Plastic Bucket(15 Lt.)	Good Quality	1 No.	
73	Knife (Chaku)	Good Quality	1 No.	
74	Key Bag	Good Quality	1 No.	
75	Hand Wash (500 ml)	Good Quality	1 No.	
76	Sanitizer (100 ml)	Good Quality	1 No.	
77	Face Mask	Good Quality	1 No.	
78	Liquid Dish wash with Scrubber	Good Quality	1 No.	
79	Paper Weight (Standard size)	Good Quality	1 No.	
80	Punching Machine(Std. Size)	Kangaroo	1 No.	

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81	Scale (18 inch.)	Good Quality	1 No.	
82	Stamp pad ink(250 ml)	Good Quality	1 No.	
83	Tag	Good Quality	1 Pkt.	
85	Soft Broom	Good Quality	1 No.	
86	Hard Broom(Bamboo)	Good Quality	1 No.	
87	Fevi Stick(Sticky Gum)	Good Quality	1 Pkt.	
88	Candle(Big Size)	Good Quality	1 Pkt.	
89	Dinner Set	Good Quality	1 Set	
90	Glass Set	Good Quality	1 Set	
91	Tray	Good Quality	1 No.	
92	Paper weight	Good Quality	1 No.	
93	Extension Board Spike Goard 4	Anchor	1 No.	
94	LED Bulb	Philips	1 No.	
95	Tube Light	Philips	1 No.	
96	Towel (Chair) `	Good Quality	1 No.	
97	Anti-Virus Total Security 5 User-1 Year	Kaspersky	1 No.	
98	Fan Regulator	Anchor	1 No.	
99	Paper flag	Good Quality	1 Pkt.	
100	UPS 600 V	Luminous	1 No.	



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