

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
BHARAT CHANDRA NAGAR R.D. BLOCK
SOUTH TRIPURA

No. F. 3(2) BDO/BCN/Store/2020-21/ 1366

Dated-1st February 2021

Short Tender Notice for inviting the Rate of Quotation for Stationary Articles etc.

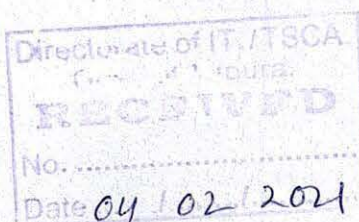
The undersigned on behalf of the Governor of Tripura invites the rate of quotation in plain paper with sealed cover from the concerned bidder in respect of purchasing of stationary articles etc. for Office use.

The quotation will be received by the undersigned from 08/02/2021 to 17/02/2021 within the time from 10.00 hrs. to 17.30 hrs and the sealed cover will be opened on 19/02/2021 at 3.00 PM if possible.

Accordingly, the quotationers may drop their quotations on the date and time to the undersigned and they may remain present at the time of opening of sealed covers to be opened on the same day, if possible.

THE INTENDING QUOTATIONERS SHOULD HAVE TO FOLLOW THE FOLLOWING INSTRUCTION/TERMS & CONDITIONS, POSITIVELY

- 1) Eligibility of bidder:** The bidder must be the citizen of India & attested copy of citizenship/PRTC certificate, Aadhaar card, Pan Card certificate should have to be enclosed with the quotation. The Bidder should have valid registration for supplying **Stationary Articles etc.** and attested copy of the registration must be submitted with the quotation. Attested copy of valid STCC/Professional Tax clearance Certificate up-to-date, GST, GST Enrolment Certificate & Income Tax clearance Certificate up-to-date etc. from the competent authority, whatever applicable should be submitted along with the quotation. Intending bidders may collect the detailed terms & condition and prescribed format from the office of the undersigned.
- 2) Quoting of Rate:** Rate should be quoted including of all applicable taxes and must be written both in figure and word. Applicable taxes will be deducted at source. Quoted rate will be firm and no price variation will be entertained till the validity of the quotation. However, in case of change in applicable taxes (increase/decrease) rate will be revised accordingly. No conditional quotation will be accepted.
- 3) Validity of Quotation:** The rate will remain valid upto 12(twelve) month from the date of acceptance of quotation.
- 4) EMD & Security Deposit:** Quotationer should be accompanied with Earnest Money of ₹. 10,000/- (Rupees Ten thousand) only in the shape of bank draft / fixed deposit / D. Call on any National / scheduled bank of India, in favour of the BDO, B.C.Nagar RD Block, Belonia, South Tripura.
- 5) Successful bidder shall have to deposit a security deposit for an amount of ₹. 10,000/- (Rupees Ten thousand) only in the shape of bank draft/fixed deposit/D. Call on any Nationalized / scheduled bank of India, in favour of the BDO, B.C.Nagar RD Block Belonia, South Tripura within 10(ten) days from the date of issuance of rate acceptance / supply order. Deposited EMD may be converted into security deposit if it remains valid. EMD of unsuccessful bidder will be released after finalization of quotation and the EMD of successful bidder will be released after submission of Security Deposit. Security deposit will be released one month after elapse of validity of quotation.**

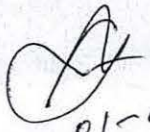


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- 6) **Penalty:** Authority reserves the right to forfeit the EMD/Security deposit (partially or in full) if the supplier is found to be defaulter as per the terms condition of the quotation.
- 7) The quoted rate to cover the carriage of toner cartridge to block head quarter including loading/unloading etc.
- 8) No overwriting figure on rate is to be entertained.
- 9) The material should be supplied as per specification of the Tender/Quotation and within 7(seven) days from the date of issuance of supply order or instruction directly to the office of the BDO BC Nagar RD Block (Store stationary).
- 10) The undersigned reserves the right to reject any quotation even lowest rate quoted without assigning any reason on ground related to quality.
- 11) The successful quotationers/bidder shall execute one agreement with the undersigned in respect of supply of **Stationary Articles etc** and to maintain the quality and specification.
- 12) If the successful quotationers fail supply of stationary articles etc. in time as per supply order and to maintain above mentioned terms and condition his supply order will be cancelled without any reason.

Encl. : Annexure-'A'.

To
All concerned for information and necessary action.



01-02-2021
Block Development Officer
Bharat Chandra Nagar RD Block
Belonia, South Tripura.

Copy for information is forwarded to:-

1. The District Magistrate & Collector, South Tripura, Belonia for information please.
2. The Director, ICAT, Govt. of Tripura for kind information with request to arrange to publish in 03(three) local News Paper dailies in single insertion.
3. The Director, Information Technology Department, Govt. of Tripura for kind information with request to float the tender at Tripura State Portal.
4. The Executive Engineer, Santirbazar RD Division for information.
5. The Sub-Divisional Magistrate, Belonia for information.
6. The Supdt. of Horticulture, Belonia for information.
7. The Supdt. of Fishery, Belonia for information.
8. The Secretary, Market Association, Belonia for information.
9. The BDO-Rajnagar/Hrishyamukh/Poangbari/Satchand/Rupaichari/Bokafa and Jolaibari RD Block with a request to display on the notice board for wide publicity.
10. The ICO, ICAT, Belonia for information and request for publication.
11. The DIO, NIC, Belonia for information and request for publication.
12. The Office Notice Board of this Block for publication.


Copy to forward;

1. The Chairman, BC Nagar Panchayat Samiti, for kind information.
2. The Vice-Chairman, BC Nagar Panchayat Samiti for kind information.


01-02-2021
Block Development Officer
Bharat Chandra Nagar RD Block
Belonia, South Tripura.

ANNEXURE-A

Sl. No.	Name of Article	Unit	Rate to be quoted per unit (inclusive of all taxes)			
			Rate	GST	Total	Rupees in word
1	2	3	4	5	6	7
1	A4 Xerox Paper (Brand- Image)	Rim				
2	A4 Xerox Paper (Brand- JK)	Rim				
3	A4 Xerox Paper (Brand- JK Sparkle)	Rim				
4	File Cover with Board	No				
5	Stamp Pad big size	No				
6	Stapler Pin- Standard Size	Pkt				
7	Stapler Pin- Small Size	Pkt				
8	One time Pen- Blue, Black, Red	No				
9	Highlighter Pen	No				
10	Register No- 4,6,8,12,16,20 (OXFORD)	No				
11	Measurement Book (MB) (OXFORD)	No				
12	Tag (Big size) best quality	Bundle				
13	Sallow taps Half inch	No				
14	Sallow taps One inch	No				
15	Harpic	No				
16	Lemon phenyl	Ltr				
17	Ordinary Phenyl	Ltr				
18	Hand Wash (Dettol)	500 ml				
19	Hand Towel	No				
20	Punching Machine (Kngaro)	No				
21	Pencil Battery	No				
22	Lock & key (Medium size) link double lock	No				
23	Fevi Gum	50Ml				
24	Naphthalene	Pkt				
25	Godrej Aer Air Freshener	No				


01-02-2021
(B.C. Bhadra)
Block Development Officer
Bharat Chandra Nagar R.D. Block
Belonia, South Tripura.