

GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
DAMCHERRA R.D. BLOCK, NORTH TRIPURA.

No.F.17(3)/BDO/DMC/NAZ/2020-21/ 3030-47

Date 14/12/2020.

**SHORT NOTICE INVITING QUOTATION**


Short Quotation in plain paper & in sealed cover is hereby invited from local bidders, suppliers, contractors of Tripura for procurement of Computer set as detailed below in order to meet up the official work at the Disposal of the Office of the Block Development Officer, Damcherra R.D. Block.

Sl. No.	Name of Articles	Specification	Quantity	Quoted Rate in figure	Quoted Rate in word
1	2	3	4	5	6
1	Processor	Intel Core i3, 3 <sup>rd</sup> Generation	1		
2	Mother Board	H 61 (Asus)	1		
3	RAM	4 GB (Adata)	1		
4	Hard Disc	500 GB (Western Digital)	1		
5	Keyboard with Mouse	Frontech	1		
6	Cabinet	Good Quality	1		
7	Monitor	18.5" (HP)	1		
8	Installation Charge		1		
9	UPS	600VA	1		
10	Laser jet Printer	Canon MF 3010	1		

The rate should be quoted both in figures and words as per prescribed formats mentioned above.


The stated sealed cover of the quotation should be captioned **"QUOTATION FOR RATE COMPUTER SET"** Sealed quotation should be dropped in the Tender Box, kept in the Chamber of the under signed on and from 29<sup>th</sup> December, 2020 to 31<sup>st</sup> December, 2020 up to 3.00 pm (Working Days).

The quotation will be opened on the same day at 4.00 pm if possible in presence of bidder or their Authorized representative who may remain present at the time of opening of the quotation.

  
(Pijush Deb)  
Block Development Officer  
Damcherra R.D. Block  
North Tripura.


## TERMS & CONDITIONS

1. Bidder should submit attested copy of PAN card, GST registration Certificate, Shop/store registration certificate, Trade License(if applicable), experience certificate/ earlier supply order for same sector, Bank Pass Book, ADHAAR card etc.(without enclosures bid will not be accepted)
2. The lowest bidder shall submit sign an agreement with the Block Development Officer, Damcherra R.D. Block within 7 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.
3. The selected bidder shall have to install all the items and supply at specified location mentioned in the supply order under Damcherra R.D. Block within 5 days of receipt of every supply orders;
4. The lowest bidder shall have to supply the ordered items as per specification indicated in the above table If any inferior, duplicate or damaged item intended for supply is found, it shall be outright rejected by the undersigned and the supplier shall replace such item within 3 days.
5. In case the inferior/damaged/duplicate item is supplied unnoticed but detected later, the undersigned shall inform the supplier immediately and the item shall be replaced within 7 days by the supplier. If the supplier refuses to replace such item, the undersigned may forfeit the security money .
6. No item/materials shall be accepted beyond the supply order and agreed rates of materials.
7. 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 to the supplier.
8. All statutory deductions shall be made from bills, i.e., payment shall be inclusive of taxes.
9. Any item may be struck off/out by the undersigned from list of materials even after finalization of rate and bidder.
10. The undersigned reserves the right to cancel the whole affairs with giving prior notice/information to the supplier, if necessary.

  
(Pijush Deb)  
Block Development Officer  
Damcherra R.D. Block  
North Tripura.

### Copy to:-

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, Agartala for favour of kind information with a request for a single insertion in 3 (Three) local dailies (Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information with a request to display in the Notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Panisagar/Jampui/Dasda/Laljuri/Jubarajnagar/Kalacherra/Kadamtala R. D. Block, for information with a request to arrange for display the notification in the notice board.
5. All Member, Block Level LPC Committee for information please.
6. The DIA, North Tripura (e-mail- [tridmn@nic.in](mailto:tridmn@nic.in)) for information with a request to upload in Tripura State Portal and North District official website.
7. The Tripura State Portal ([portal.tripura@gmail.com](mailto:portal.tripura@gmail.com)) with a request to float the quotation at Tripura Portal. [www.tripura.gov.in](http://www.tripura.gov.in).
8. Notice Board of this Office.

  
Block Development Officer  
Damcherra R.D. Block  
North Tripura

(Prescribed pro-forma)

To  
The Block Development Officer  
Damcherra R.D. Block  
Panisagar Sub-Division, North Tripura.

Subj: Submission of quotation for supply and installation of computer along with necessary documents.

Ref. F.17(3)/BDO/DMC/NAZ/2020-21/ \_\_\_\_\_

Date 14/12/2020.

Sir,

In response to the above, I am submitting the rates for items mentioned in the below table of the above mentioned SNIQ as per terms and conditions:

Sl. No.	Name of Items	Specification	Quantity	Quoted Rate	
				In figure	In word
1	Processor	Intel Core i3, 3 <sup>rd</sup> Generation	1		
2	Mother Board	H 61 (Asus)	1		
3	RAM	4 GB (Adata)	1		
4	Hard Disc	500 GB (Western Digital)	1		
5	Keyboard with Mouse	Frontech	1		
6	Cabinet	Good Quality	1		
	Monitor	18.5" (HP)	1		
	Installation Charge		1		
	UPS	600VA	1		
	Laser jet Printer	Canon MF 3010	1		

- 1) My address:
- 2) My Mobile No:
- 3) Address of shop:
- 4) List of enclosures:

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

**Dated:**

**Enclosure:**

**Yours faithfully**

**(Signature of bidder with date and seal, if any)**