



GOVERNMENT OF TRIPURA
OFFICE OF BLOCK DEVELOPMENT OFFICER
TELIAMURA RD BLOCK: KHOWAI DISTRICT

F.2(6)/BDO/TLM/Accts/2020-21/ 4492-507

Dated 18/06/2020

SHORT NOTICE INVITING TENDER

On behalf of the Governor of Tripura, the undersigned invites sealed rate quotation in the plain paper from the interested, experienced and registered bidders for supply of stationary items for Office use of Teliamura R. D. Block for 2020-21 FY. The sealed Quotation should reach to the Office of the BDO Teliamura R.D. Block, Khowai Tripura latest by 24/06/2019 by 3 PM.

The items and specifications are annexed with **Annexure-I** and the terms & conditions are mention below that may also be downloaded from the website www.tripura.gov.in or www.tripuratenders.gov.in or may be obtained from the Office of the undersigned on any working days during the bidding period. The intending bidder shall quote rates as per the following format:

| Sl No. | Name of item | Brand | Specification | Unit | Unit Price (in words) | Unit Price (in figure) |
|--------|--------------|-------|---------------|------|-----------------------|------------------------|
| | | | | | | |

The tender box under lock & key will be kept open for dropping of tender by the intending bidder in the office of the undersigned from 18-06-2020 to 24-06-2020 from 10:00 am to 3:00 pm except Govt. holidays and the box will be opened on the last day i.e 24-06-2020 at 4:00 pm. if possible in presence of the interested suppliers who have participated in the quotation. If the last date of tender dropping/ opening of tender is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/ opening of tender box.

Security Deposit in the shape of Earnest money of Rs.10,000 (Ten thousand only) in the form of Cheque or Demand draft should be deposited in favour of the **Block Development Officer, Teliamura R.D. Block** from any scheduled bank guaranteed by the RBI. Earnest money in cash & any other form will not be accepted and without earnest money, the submitted rate quotation shall be summarily rejected


The quality of articles should be in good condition. The intending bidder should quote the rate as prescribed format given below along with copy of CRC/PRTC, PAN Card, GST Registration, tax clearance as evidence of valid bidder and permanent resident of Tripura. Any incomplete tender will summarily be rejected.

Block Development Officer
Teliamura RD Block
Khowai

The Following Terms and Condition shall apply:-

1. The lowest quoted cumulative unit price against all items or for a no. of items will be taken into account for selection of the bidder.
2. The sealed quotation should reach to the O/O the Block Development Officer, Teliamura RD Block, West, Tripura on or before 3:00 pm of 24-06-2020. The applicant/agency should be a reputed manufacturing company/ supplier of the items sought above.
3. The rate contract shall be valid upto 31-03-2021.
4. The rate should include supply of materials as per specification including transportation cost, service charge for supply the materials to Block HQ.
5. The rate should be quoted strictly as per given specifications.
6. The sealed cover envelop shall be superscripted by the expression "QUOTATION FOR SUPPLY OF STATIONARY ITEMS FOR OFFICE UDE OF TELIAMURA RD BLOCK FOR 2020-21 FY"

7. The agency must be registered under GST. Copy of GST registration should be submitted. The agency must have PAN linked bank account which is preferably AADHAR seeded. All these mandatory document should be invariably submitted which shall be checked for authenticity at the time of opening tender.
8. Rate should be quoted in both figure and words inclusive of all inevitable taxes, transportation charges & other service charges, if any.
9. Materials must be supplied with delivery challan.
10. Supply of materials in full quantity should be completed within 7(seven) days from the date of receipt of supply order or placing of supply order. In case, the quality of the said items supplied are found sub- standard / inferior, the supplier shall be liable to replace such materials at their own cost.
11. The rates once approved shall not be increased for any reason whatsoever or under any circumstance during the contract period.
12. Payment will be made on presentation of bills in triplicate after successful completion of supply within the stipulated date.
13. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
14. Any tender not complying with required terms & conditions as stated above will be treated as informal.
15. Necessary taxes would be deducted as applicable as per govt. norms.
16. In case of legal dispute the jurisdiction will be the High Court of Tripura.
17. Terms & condition incorporated in the SNIT shall form a part of the agreement.
18. This Tender has the reference to the provision laid down under sub-rule(16) of Rule-22 (Rates & Contracts) of Delegation of Financial Power Rules, 2019 of Finance Department, Govt. of Tripura
19. The Security Deposit will be forfeited if above terms and conditions are not complied with, without assigning any reason. Except the selected lowest bidder, earnest money of the other bidders will be refunded within 15 days from the date of finalization of tender Security deposit of the lowest selected bidder shall be adjusted with his claimed bills in subsequent period.


 Block Development Officer
 Teliamura RD Block, Khowai District

Copy forwarded for kind information & with a request to display a copy of this notice to the notice board of the O/O :-

1. The District Magistrate & Collector, Khowai District.
2. The Sub-Divisional Magistrate, Teliamura Sub-Division, Khowai
3. The Block Development Officer, Khowai RD Block/Kalyanpur RD Block/Tulashikhar RD Block/Mungiakami RD Block/Padmabil RD Block
4. The Superintendent of Agriculture, Teliamura Sub-Division, Khowai
5. The Superintendent of Fisheries, Teliamura Sub-Division, Khowai

Copy also forwarded for kind information to:-

1. The Director I.C.A Dept, Gandhighat, Agartala, Tripura for kind information with a request to kindly arrange to publish it in three local daily newspaper (icadirector.tripura@gmail.com/advtyca15@gmail.com)
2. The District Information Officer (DIO), Khowai District for information with request to arrange to float the tender in www.tripuratenders.gov.in/ www.eprocure.gov.in
3. E mail to portal.tripura@gmail.com with a request to floating the Tender in www.tripura.gov.in
4. The Account section/ Cashier of this Block.
5. Notice board of Teliamura R.D. Block, for information of all concerned and necessary action
6. The Store In- Charge, Teliamura R.D. Block for information.


 Block Development Officer
 Teliamura RD Block, Khowai District

Annexure-I

| Sl. No. | Name of item | Brand Name | Specification | Unit | Unit Price (in Rs.) |
|---------|-----------------------------------|---------------------------------|---------------|--------|---------------------|
| 1 | Stapler | Kangaro | Big | No. | |
| 2 | Stapler | Kangaro | Small | No. | |
| 3 | Stapler Pin | Kangaro | Small | Pkt | |
| 4 | Stapler Pin | Kangaro | Big | Pkt | |
| 5 | Xerox Paper | JK Copier | A-4 | Rim | |
| 6 | Xerox Paper | JK Copier | Legal | Rim | |
| 7 | Calculator | Casio | MJ-120D | No. | |
| 8 | Office File Cover with board | Standard quality | standard size | No. | |
| 9 | One time Ball Pen | Agni | 20/20 | No. | |
| 10 | One time Gel Pen | Linc | Ocean Gel | No. | |
| 11 | Graduated Plastic Ruler | Camlin | 18 inch | No. | |
| 12 | Graduated Plastic Ruler | Camlin | 12 inch | No. | |
| 13 | Surveyor Measuring Tape | Standard quality | 30 meter | No. | |
| 14 | Lock & Key | Link | Medium size | No. | |
| 15 | Stamp Pad | Faber-Castell | 110×69 mm | No. | |
| 16 | Blue Carbon paper | Kores | standard size | Pkt | |
| 17 | Duster Cloth | Standard quality | standard size | No. | |
| 18 | Generic File Tag | Standard quality | standard size | Bundle | |
| 19 | Whitener pen | Cello/Luxor | standard size | No. | |
| 20 | Coloured Gems Clip | Standard quality | standard size | Box | |
| 21 | Paper Flags | Oddy Prompts | standard size | No. | |
| 22 | Liquid Handwash | Dettol | 200 ml. | No. | |
| 23 | Highlighter Pen | Luxor | Fluorescent | No. | |
| 24 | Permanent Marker Pen (Sharp nib) | Camlin | standard size | No. | |
| 25 | Paper piercer (Sujon) | Standard quality | standard size | No. | |
| 26 | Mosquito liquid vaporizer Machine | Good Knight | standard size | No. | |
| 27 | Mosquito repellent Oil/Liquid | Good Knight | standard size | No. | |
| 28 | Brown Envelopes | Standard quality | standard size | No. | |
| 29 | White Envelopes | Standard quality | standard size | No. | |
| 30 | Plastic dustbin Bucket | Standard quality | standard size | No. | |
| 31 | LED Bulb | Philips | 10 watt | No. | |
| 32 | Red Salu Cloth | Standard quality | standard size | Than | |
| 33 | Black Liquid Phenyl | Standard quality | 500 ml | No. | |
| 34 | White Scented Liquid Phenyl | Standard quality | 500 ml | No. | |
| 35 | Nepthalene Balls (Packet) | Standard quality | Medium size | Pkt | |
| 36 | Note Pad | Standard quality | standard size | No. | |
| 37 | Toned Thread Roll (Cotton) | Standard quality | standard size | No. | |
| 38 | Clip Board | Standard quality | standard size | No. | |
| 39 | Plastic folder | Standard quality | standard size | No. | |
| 40 | Plastic Tray | Standard quality | standard size | No. | |
| 41 | Sujon | Standard quality | standard size | No. | |
| 42 | Room Freshner | Odonil | 200gm/240ml | No. | |
| 43 | Office Register Book | Good Quality Hard Binding | Size No.4 | No. | |
| 44 | Office Register Book | Good Quality Hard Binding | Size No.6 | No. | |
| 45 | Office Register Book | Good Quality Hard Binding | Size No.8 | No. | |
| 46 | Office Register Book | Good Quality Hard Binding | Size No.10 | No. | |
| 47 | Office Register Book | Good Quality Hard Binding | Size No.12 | No. | |
| 48 | Office Register Book | Good Quality Hard Binding | Size No.14 | No. | |
| 49 | Office Register Book | Good Quality Hard Binding | Size No.16 | No. | |
| 50 | Despatch Register | Good Quality Hard Binding | Standard size | No. | |
| 51 | Stock Register | Good Quality Hard Binding | Standard size | No. | |
| 52 | Liquid Toilet Cleaner | Harpic | 650 ml. | No. | |
| 53 | Glue Stick | Fevistik | Small size | No. | |
| 54 | Gum | Camel | 300ml. | No. | |
| 55 | Multicolor Rubber Band | Standard quality | 250 gm | No. | |
| 56 | Office document index file | Standard quality (hard binding) | Big Size | No. | |
| 57 | Punch Machine | Kangaro | 2 Hole | No. | |