

GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
UNAKOTI DISTRICT, KAILASHAHAR

No. F.2 (11)/DUS/2019-20/ 2 2 1

Dated: Kailashahar  
The 12/ 03/ 2021

SHORT NOTICE INVITING QUOTATION


On behalf of the Governor of Tripura, the undersigned invited Short Notice Inviting Quotation (SNIQ) for Supply of office Stationeries and other related/petty items for the Financial year (2021-22) from Registered traders/cooperatives/firm/ Authorized Dealer dealing in the items listed in Annexure- A.

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has to attach D-Call amounting Rs.5000/- (Rupees Five thousand) in favour of District Magistrate & Collector, Unakoti Tripura from any Bank payable at Kailashahar.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Sr. Dy. Magistrate/DDO, DM's office Unakoti Tripura, Kailashahar up to 3 PM of 25<sup>th</sup> March' 2021 (working days).

The quotation will be opened on 25/03/2021 at 4.00 PM in the presence of the bidders/authorized representatives who are willing to remain present at the time of opening of the quotation.


SL. No.	Name of the items	EMD	Enclosures
1	2	3	4
1.	Office Stationeries and other related/petty materials (Enclosed in Annexure- A. with SNIQ)	Rs.5,000/- (Rupees Five thousand)only.	Attested photo copy of 1. PAN card. 2. GST Registration Certificate. 3. Shop/store/Dealer/firm Registration Certificate. 4. Trade License (if applicable) 5. Bank Pass Book. 6. ADHAAR card. (without enclosures bid will not be accepted)

  
District Magistrate & Collector  
Unakoti Tripura, Kailashahar

ofc.

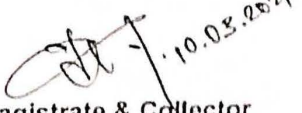
## TERMS AND CONDITIONS

1. Eligible and interested bidders will be dropped in the tender box which is kept in the chamber of the Senior Deputy Collector, DDO, HO, DM's Office, and Kailashahar.
2. Rs. 100 /- ( One hundred ) ( Non-Refundable) only will be deposited to the Cash Section of this office in the Shape of TR-5 and collect Tender Form from Store/ Nazarat Section of this office.
3. Quotationer will have to deposit Rs.5000 / ( Rupees Five thousand ) only in favour of the District Magistrate & Collector , Unakoti District in the shape of D-Call money of any recognized Bank which will be retained in this office as security deposit in case of Successful quotationer.
4. The lowest quotationer will have to supply the items as per supply order within 07 (seven) days from the date of receipt of supply order from the office of the District Magistrate & Collector, Unakoti Tripura , Kailashahar. If supplier fails to supply the items as per requirement within three days the D-Call money will be forfeited.
5. The lowest quotationer will have to supply the ordered materials as per specification already indicated in SNIQ. No inferior or duplicate materials will be entertained by the office of the District Magistrate & Collector, Unakoti Tripura. In case of such supply the D-call money (Security Deposit) will be forfeited as usual course and DM's office, Unakoti Tripura shall take initiative to declare the concerned firm as black listed.
6. In case of any material damaged/inferior quality, DM's office, may give chance the respective supplier to replace these items within two days, in case the supplier fails to replace the same, the necessary action will be taken against the supplier.
7. No item of materials will be accepted beyond the supply order and items rate of which is not included in the bid tender document.
8. The quotation should be submitted in the sealed covered dully superscripted as "QUOTATION FOR SUPPLYING THE STATIONARY ARTICLES" addressed to the DM's office , Unakoti Tripura, Kailashahar.
9. The undersigned may cancel the whole affairs without showing any prior notice to bidders/supplier, if necessary.
10. Undersigned may strikeout or cancel any item of stationary mentioned in Annexure-A (list of office stationary) even after finalization of rate and bidder, if necessary.
11. Necessary statutory deduction ( Including tax & Charge) will be deducted from the bill if supplier / contactor fail to provide necessary documents regarding not to deduct them from the bill at source.
12. If necessary, total order may be divided amongst more than accepted bidders at the approved rate.
13. Bidder may be asked once or more by the under signed for negotiation / justification / analysis of quoted rate after opening the tender.
14. Approved rate will remain valid for 01 (one) year from the date of approved of rates without any price valuable clause.
15. If last day of quotation dropping become suddenly holiday or normal activities of office work get disrupted due to any strike / natural calamity the last date of dropping may be differed to next working date as per decision of the tendering authority. In this regards decision of the issuing authority to defer or not be defer is final . if deferred , this will only be available in office notice board.

  
10.03.2024  
District Magistrate & Collector  
Unakoti Tripura, Kailashahar

### Copy to:

1. The Director, ICA, Govt. of Tripura, Agartala with request to arrange publication of this notification in three local daily newspapers with kind confirmation to this end.
2. The EE, R.D. Division, Kumarghat with request to display the notification in the Notice Board.
3. The SDM, Kailashahar / Kumarghat with request to display the notification in the Notice Board.
4. The BDO, Chandipur / Gournagar / Kumarghat with request to display the notification in the Notice Board.
5. The Secretary, UTZP, Unakoti Tripura with request to display the notification the Notice Board.
6. The Chief Executive Officer, Kailashahar Municipal Council, Kailashahar with request to display the notification in the Notice Board.
7. The DIA, NIC, Unakoti Tripura for information and with a request to float the Short Notice Inviting Quotation at [www.unakoti.nic.in](http://www.unakoti.nic.in) with a request to arrange for floating the Short Notice Inviting Quotation in [www.tripura.gov.in](http://www.tripura.gov.in)
8. Notice Board of this office.

  
10.03.2024  
District Magistrate & Collector  
Unakoti Tripura, Kailashahar