

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

PRESS NOTICE INVITING TENDER

PNIT No. F.2(11)/DUS/2019-20/ 108 Dated: 06/05/2020

Sealed quotations are invited on behalf of the Governor, Tripura from the interested bidder / supplier for Supply of office Stationeries and other related/petty items for the Financial year (2020-21) for 01(one) year for use within the state vide Inviting Tender No. F.2(11)/DUS/2012-13/ ~~107~~..... dt. 06/05/2020 for Supply of office Stationeries and other related/petty items for the Financial year (2020-21) for details terms & condition of the tender is available in Tripura State Portal **tripura.gov.in** & Unakoti District website **unakoti.nic.in** and hard copy can be seen the Notice Board of the Office of the District Magistrate & Collector, Unakoti District, Kailashahar, Tripura on all working days from 10 A.M. onwards. Any subsequent corrigendum will be available in the website.


(R. Reang, IAS)

**District Magistrate & Collector
Unakoti District, Kailashshar**

Government of Tripura
Office of the District Magistrate & Collector
Unakoti Tripura, Kailashahar

No. F.2(11)/DUS/2012-13/ **107**

Dated: **06** /05/2020

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 (2020-21) 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 20th May' 2020 (working days).

The quotation will be opened on 20/05/2020 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


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.


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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, Nagar Panchayat, 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 with a request to arrange for floating the Short Notice inviting Quotation in www.tripura.gov.in
8. Notice Board of this office.


District Magistrate & Collector
Unakoti Tripura, Kailashahar

List of Items Materials (Office Stationary)

Annexure-A

Sl. No	Name of Items	Specification	Brand	Unit	Rate per unit (Including all tax & other if any
1.	Alpin	T pin	Kasturi	01 pkt	
2.	Attendance Register	No.4	Oxford	01 No.	
3.	Adopter	Beetel	As per required	01 No.	
4.	Bucket Plastic	20 liter	RFL	01 No.	
5.	Board Marker	Nil	Camlin	01 No	
6.	Black Tape	Nil	Kores	01 No	
7.	Bill Register	400 page	IPSITA	01 No	
8.	Binding Register	No.6	Oxford	01 No	
9.	Binding Register	No.8	Oxford	01 No	
10.	Binding Register	No.10	Oxford	01 No	
11.	Binding Register	No.12	Oxford	01 No	
12.	Binding Register	No.14	Oxford	01 No	
13.	Binding Register	No.16	Oxford	01 No	
14.	Binding Register	No.18	Oxford	01 No	
15.	Binding Register	No.20	Oxford	01 No	
16.	Binding Register	No.30	Oxford	01 No	
17.	Binding Stock Register	1137 page	Oxford	01 No	
18.	Broom	Flower	As per sample	01 No	
19.	Broom Stic	Coconut	do	01 No	
20.	Battery	Remote	Eveready	01 No	
21.	Battery	Pencil	Eveready	01 No	
22.	Battery	Torch	Eveready	01 No	
23.	Bulb LED	9 watt	Havels	01 No	
24.	Cartridge	No-12A	Prodot	01 No	
25.	Cartridge	No-303	Prodot	01 No	
26.	Cartridge	No-88A	Prodot	01 No	
27.	Cartridge	No-319	Prodot	01 No	
28.	Cartridge(Xerox Machine)	02AST	Prodot	01 No	
29.	Cartridge	No-912	Prodot	01 No	
30.	C.D Blank Disk	700 MB	Sony	01 No	
31.	Correction Pen	White ink	Kores	01 No	
32.	Candle	Big	KC	01 pkt	
33.	Cello Tape	½"	Kansue	01 No	
34.	Cello Tape	2"	Do	01 No	
35.	Colin spray	500 ml	Colin	01 No	
36.	Clip Board plastic	A3	Dayal	01 No	
37.	Calculotor	Big	Orpat	01 No	
38.	Calculotor	12 Digit	Orpat	01 No	
39.	Cloth Bound Kham	14*10	As per sample	01 No	
40.	Cover file	Nil	Raajmahal	01 No	

41.	CMOS Lithium battery	Nil	Panasoni c	01 No
42.	Calling Bell	Remote	sage	01 No
43.	Cup Set with plate	Medium	Laopola	01 set
44.	Chalk Tube	Electronic	Philips	01 No
45.	Duster Towel	Small	Yak	01 No
46.	Despatch Register	16 Number	As per sample	01 No
47.	Dak Pad	Nil	Rajdoot	01 No
48.	Doormat	24*48	Normal	01 No
49.	Dustbin Busket	Medium	RFL	01 No
50.	Dish wash Bar	500 gm	Vim	01 No
51.	Envelop White	Nil	As per sample	01 pkt
52.	Envelop Color	11*5	Orion,70 GSM	01 pkt
53.	Envelop color	10*4.5	Do	01 pkt
54.	Envelop Color	9*4	Do	01 pkt
55.	Envelop	12*10	Do	01 pkt
56.	Envelop	A3 size	As per sample	01 No
57.	Electric Kettle	01 liter	Prestige	01 No
58.	Flag (Page Mark)	Multi color	Oddy	01 pkt
59.	File Board	Nil	Rajdoot	01 No
60.	File Cover	Nil	Do	01 No
61.	File with Stick	Plastic	As per sample	01 No
62.	Filter Battery	22 liter	HUL	01 No
63.	Filter	20 liter	Milton	01 No
64.	Floor Cleaner	500 ml	Lyzol	01 No
65.	Glass Set	Medium	Borosil	01 set
66.	Good Knight Machine	Nil	Godrej	01 No
67.	Good Knight Refill	Nil	Do	01 No
68.	Gum Tube	50 ml	Camlin	01 No
69.	Gum Bottle	700 ml	Kores	01 No
70.	Guard File	Nil	Rainbow	01 No
71.	Gems Clip	Multi Color	Nice	01 pkt
72.	High lighter Pen	Nil	Camlin	01 No
73.	Hand Wash	200 ml	Dettol	01 No
74.	Holder Bulb	Beton	Havels	01 No
75.	Kala Hit	Nil	Hit	01 No
76.	Knife	Plastic Handle	Hipolito	01 No
77.	Lock	Big	Link	01 No
78.	Lock	Small	Link	01 No
79.	Marker Pen	Nil	Luxor	01 No
80.	Margin Cloth	White	Cotton	01 Mtr
81.	My Clear Bag	Plastic(Single)	Kent	01 No
82.	Mug plastic	01 liter	RFL	01 No
83.	Note Sheet	100 GSM A4 size	As per sample	01 pkt
84.	Napthalin	Nil	Bengal	01 pkt
85.	Pen(Pilot high-tech)	Nil	Luxor	01 No
86.	Pen (Blue/Red)	Ball pen	Smartjel	01 No

87.	Pen (Blue/Black)	One time	Agni	01 no	
88.	Pen Drive	16 GB	Sandix	01 No	
89.	Pen Drive	32 GB	Sandix	01 No	
90.	Punching machine	Single	Kangaroo	01 No	
91.	Peon Book	Nil	As per sample	01 No	
92.	Paper	A4	JK, 75 GSM	01 Ream	
93.	Paper	A3	Do	01 ream	
94.	Paper	FS	Do	01 Ream	
95.	Phenyle White	500ml	Cross	01 No	
96.	Phenyle	450ml	Cross	01 No	
97.	Pencil Wooden	Nil	Nataraj	01 no	
98.	Pencil sharpner	Nil	Nataraj	01 No	
99.	Paper weight	Nil	Normal	01 No	
100.	Plastic Scale	10"	Nataraj	01 no	
101.	Plastic scale	24"	Nataraj	01 No	
102.	Room Freshner	240ml	Rajanigandha	01 No	
103.	Red Salu(Cloth)	Nil	Cotton	01 mtr	
104.	Receive Register	16 Number	As per sample	01 No	
105.	Stamp Pad	Medium	Camlin	01 No	
106.	Stamp Pad	Small	Camlin	01 No	
107.	Sealing Wax	Nil	LAC	01 pkt	
108.	Stapler(medium)	24/6	Kangaroo	01 No	
109.	Stapler Pin	24/6	Kores	01 pkt	
110.	Stamp Ink	Nil	Parker	01 no	
111.	Sujan	Punching	Normal	01 No	
112.	Scissor	6"(185mm)	Aone	01 No	
113.	Sketch Pen	12 pic pkt	Luxor	01 pkt	
114.	Short Hand Note Book	Nil	Oxford	01 No	
115.	Soap	Small	Dettol	01 No	
116.	Spray Perfume	15ml	Monet Passport	01 No	
117.	Tag	Nil	Kasturi	01 Bandil	
118.	Tissue Paper	Nil	JTI	01 Pkt	
119.	Tube Set LED	22 watt	Havels	01 No	
120.	Tube	40 watt	Philips	01 No	
121.	Towel White	Big	Cotton	01 No	
122.	Towel White	Small	Cotton	01 No	
123.	Toilet cleaner	500ml	Herpic	01 No	
124.	Torch Light	Big	Eveready	01 No	
125.	Umbrella	Big	K.C.Paul	01 No	
126.	Umbrella	Small	K.C.Paul	01 No	
127.	Water Bottle	Plastic	Milton	01 No	
128.	Water Spong	Nil	JoyBee	01 No	
129.	Wall Clock	Nil	Ajanta	01 No	
130.	Washing Detergent	500gm	Surf-excel	01 pkt	
131.	Writing Note Pad	Nil	Ipsita	01 No	


(R.Reang, IAS)

**District Magistrate & Collector
Unakoti Tripura : Kailashahar**

Bio-Data

1.	Name of Shop/Store/Dealer/Firm	:-
2.	Bank Branch name of D Call	:-
3.	D - Call No. Date.	:-
4.	D - Call amount	:-
5.	Address:-	:-
	i) Village/NP/Municipal Council.	:-
	ii) P/S	:-
	iii) Land Mark/Location	:-
	iv) Sub Division	:-
	v) District	:-
	vi) Pin Code	:-
6.	Mobile No	:-
7.	Whats app No	:-
8.	e-mail address	:-

Full Signature of applicant