## GOVERNMENT OF TRIPURA OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR <u>UNAKOTI DISTRICT, KAILASHAHAR</u>

### PRESS NOTICE INVITING TENDER

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

> (R. Reang, IAS) District Magistrate & Collector Unakoti District, Kailashshar

#### Government of Tripura Office of the District Magistrate & Collector <u>Unakoti Tripura, Kailashahar</u>

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 20<sup>th</sup> 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.	<ul> <li>Attested photo copy of</li> <li>1. PAN card.</li> <li>2. GST Registration Certificate.</li> <li>3. Shop/store/Dealer/firm Registration</li> <li>Certificate.</li> <li>4. Trade License (if applicable)</li> <li>5. Bank Pass Book.</li> <li>6. ADHAAR card.</li> <li>(without enclosures bid will not be accepted)</li> </ul>

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.
- 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.
- The quotation should be submitted in the sealded covered dully superscripted as <u>"QUOTATION FOR</u> <u>SUPPLYING THE STATIONARY ARTICLES</u>" 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.

**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.
- 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.
- 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 <u>www.unakoti.nic.in</u> with a request to arrange for floating the Short Notice inviting Quotation in <u>www.tripura.gov.in</u>
- 8. Notice Board of this office.

District Magistrate & Collector Unakoti Tripura, Kailashahar

# List of Items Materials (Office Stationary)

# Annexure-A

SI. No	Name of Items	Specification	Brand	Unit	Rate per unit ( Including all tax & other if any
1.	Alpin	T pin	Kasturi	01 pkt	
2.	AttendanceRegister	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	-	
$\frac{20.}{27.}$	0			01 No	
	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	1/2"	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	Raajmah	01 No	

41.CMOS LithiumNil cPanasoni c01 No42.Calling BellRemotesage01 set43.Cup Set with plateMediumPhilips01 No44.Chalk TubeElectronicYak01 No45.Duster TowelSmallYak01 No46.Despatch Register16 Numbersample01 No47.Dak PadNilRajdoot01 No48.Doormat24*48Normal01 No49.Dustion BusketMediumRFL01 No50.Dish wash Bar500 gmVim01 pkt51.Envelop Color11*5Oron,7001 pkt52.Envelop Color10*4.5Do01 pkt53.Envelop Color10*4.5Do01 pkt54.Envelop Color12*10Do01 pkt55.EnvelopA3 sizeAs per01 No58.Flag (Page Mark)Multi colorOddy01 pkt59.File BoardNilRajdoot01 No60.File CoverNilDo01 No61.File with StickPlasticAs per01 No62.File Rattery22 literMillion01 No63.Filer20 literMillion01 No64.File With StickPlasticAs per01 No65.Envelop00 mlLyzel01 No66.Godd KnightNilDo01 No<						
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53.Envelop color $10^{*4.5}$ Do $01 \text{ pkt}$ 54.Envelop Color $9^{*4}$ Do $01 \text{ pkt}$ 55.Envelop $12^{*10}$ Do $01 \text{ Not}$ 56.EnvelopA3 sizeAs per sample $01 \text{ No}$ 57.Electric Kettle $01 \text{ liter}$ Prestige $01 \text{ No}$ 58.Flag (Page Mark)Multi colorOddy $01 \text{ pkt}$ 59.File BoardNilRajdoot $01 \text{ No}$ 60.File CoverNilDo $01 \text{ No}$ 61.File with StickPlasticAs per sample $01 \text{ No}$ 62.Filter Battery22 literHUL $01 \text{ No}$ 63.Filter20 literMilton $01 \text{ No}$ 64.Floor CleanerS00 mlLyzol $01 \text{ No}$ 65.Glass SetMediumBorosil $01 \text{ set}$ 66.Good Knight MachineNilCodreg $01 \text{ No}$ 67.Good Knight RefillNilDo $01 \text{ No}$ 68.Gum Tube50 mlCamlin $01 \text{ No}$ 69.Guard FileNilRainbow $01 \text{ No}$ 70.Guard FileNilRainbow $01 \text{ No}$ 71.Gems ClipMulti ColorNice $01 \text{ No}$ 72.High lighter PenNilCamlin $01 \text{ No}$ 73.Hand Wash200 mlDettol $01 \text{ No}$ 74.Holde BulbBetonHavels $01 \text{ No}$ <td>52.</td> <td>. Envelop Color</td> <td>11*5</td> <td>12576 22200 W 1 X</td> <td></td> <td></td>	52.	. Envelop Color	11*5	12576 22200 W 1 X		
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Sa.     Envelop     12*10     Do     01 pkt       55.     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 Refill     Nil     Godrej     01 No       67.     Good Knight Refill     Nil     Do     01 No       68.     Gum Tube     50 ml     Camlin     01 No       69.     Gum Tube     50 ml     Camlin     01 No       71.     Gens Clip     Multi Color     Nice     01 No       72.     High lighter Pen     Nil     Camlin     01 No       73.     Hand Wash     200						
35.Envelop12 10As per sample01 No sample56.EnvelopA3 sizeAs per sample01 No57.Electric Kettle01 literPrestige01 No58.Flag (Page Mark)Multi colorOddy01 pkt59.File BoardNilRajdoot01 No60.File CoverNilDo01 No61.File with StickPlasticAs per sample01 No62.Filter Battery22 literHUL01 No63.Filter20 literMilton01 No64.Floor Cleaner500 mlLyzol01 No65.Glass SetMediumBorosil01 set66.Good Knight MachineNilCamlin01 No68.Gum Tube50 mlCamlin01 No69.Guard FileNilRainbow01 No70.Guard FileNilRainbow01 No71.Gens ClipMulti ColorNice01 pkt72.High lighter PenNilCamlin01 No74.Holder BulbBetonHavels01 No75.Kala HitNilHil01 No76.KnifePlastic HandleHipolito01 No77.LockBigLink01 No78.LockSmallLink01 No79.Macker PenNilLuxor01 No79.Marker PenNilLuxor						
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37.       Electric Nettic       Of Net         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       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 Refill       Nil       Codrej       01 No         67.       Good Knight Refill       Nil       Do       01 No         68.       Gum Tube       50 ml       Camlin       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		2 2 2 3 M.			OI NO	
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81. My Clear Bag       Plastic(Single)       Kent       01 No         82. Mug plastic       01 liter       RFL       01 No         83. Note Sheet       100 GSM A4       As per sample       01 pkt         84. Napthalin       Nil       Bengal       01 pkt         85. Pen(Pilot high-tech)       Nil       Luxor       01 No	80.	Margin Cloth		- Contraction and the second second		
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						
83.     Note Sheet     100 GSM A4 size     As per sample     01 N0       84.     Napthalin     Nil     Bengal     01 pkt       85.     Pen(Pilot high-tech)     Nil     Luxor     01 No				-		
84.     Napthalin     Nil     Bengal     01 pkt       85.     Pen(Pilot high-tech)     Nil     Luxor     01 No						
84.     Napthalin     Nil     Bengal     01 pkt       85.     Pen(Pilot high-tech)     Nil     Luxor     01 No	00.	Note officer		•	ОГркт	
85. Pen(Pilot high-tech) Nil Luxor 01 No	84	Nanthalin				
26 Der (Disc (Disc) - Disc)						
86. Pen (Blue/Red) Ball pen Smartjel 01 No	1000					
	80.	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.	B macmine	Single	Kangaroo	01 No
91. 92.	Peon Book	Nil	As per sample	01 No
NO 140	Paper	A4	JK, 75 GSM	01 Ream
93. 94.	Paper	A3	Do	01 ream
95.	Paper	FS	Do	01 Ream
96.	Phenyle White	500ml	Cross	01 No
100 Mail 10	Phenyle Pencil Wooden	450ml	Cross	01 No
		Nil	Nataraj	01 no
	Pencil sharpner	Nil	Nataraj	01 No
	Paper weight Plastic Scale	Nil	Normal	01 No
	Plastic scale	10"	Nataraj	01 no
	Room Freshner	24"	Nataraj	01 No
		240ml	Rajanigandha	01 No
104	Red Salu(Cloth)	Nil	Cotton	01 mtr
	Receive Register	16 Number	As per sample	01 No
	Stamp Pad	Medium	Camlin	01 No
	Stamp Pad	Small	Camlin	01 No
	Sealing Wax	Nil	LAC	01 pkt
	Stapler(medium)	24/6	Kangaroo	01 No
	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
	Short Hand Note Book	Nil	Oxford	01 No
115.	Soap	Small	Dettol	01 No
	Spray Perfume	15ml	Monet Passport	01 No
117.		Nil	Kasturi	01 Bandil
	Tissue Paper	Nil	JTI	01 Pkt
	Tube Set LED	22 watt	Havels	01 No
120. 7		40 watt	Philips	01 No
121.7	Towel White	Big	Cotton	01 No
122.7	Fowel White	Small	Cotton	01 No
	Foilet cleaner	500ml	Herpic	01 No
124.7	Forch Light	Big	Eveready	01 No
	Jmbrella	Big	K.C.Paul	01 No
126. (	Jmbrella	Small	K.C.Paul	01 No
127. V	Water Bottle	Plastic	Milton	01 No
	Water Spong	Nil	JoyBee	01 No
	Wall Clock	Nil	Ajanta	01 No
	Washing Detergent	500gm	Surf-excel	01 pkt
	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	1- -
	• ,	
	iii) Land Mark/Location	2-
	iv) Sub Division	2-
	v) District	35
	vi) Pin Code	1-
6.	Mobile No	
7.	Whats app No	
8.	e-mail address	:-

Full Signature of applicant