

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
DUKLI R. D. BLOCK, WEST TRIPURA

NO. F.7 (4)/BDO/DKL/Audit-TDR/2018-19/ 2449 Dated 24.6.19

DETAILED NOTICE INVITING TENDER.

On behalf of the Governor of Tripura the undersigned hereby invites sealed quotation of rate from the resourceful supplier/vendor for supply of **Office stationery (A list in shape of Annexure -A and tender form in shape-B) available to Audit section** to the Block Development Officer, Dukli RD Block **for the financial year 2019-20.**

Details of the tender may be downloaded from the [website-www.westtripura.gov.in](http://www.westtripura.gov.in) and www.tripura.gov.in and also available in the office of the undersigned (in shape of Annexure-A and Annexure-B)

The specifications and other details of are available in the O/O the Block Development Officer, Dukli R.D. Block, Agartala, West Tripura on any working days in between 10.00 am to 5.00 pm. Quotation in sealed in covers should be captioned "TENDER FOR STATIONERY ITEMS" and dropped in the tender box kept in front of the chamber of the BDO. On and from 25.06.2019 to 03.07.2019 from 10.am to 4.00pm (except holidays). The same will be opened on 03.07.2019 pm if possible; otherwise it will open on next subsequent working days in presence of the interesting tendered/authorized representatives. The tender Form consisting of details terms and conditions can be collected by cost of Rs100 (hundred Rupees) from the Audit Section, Dukli R.D. Block as stated above.

The undersigned will have to right to reject any Tender or contract in any time without assigning any reason.

Format for submission of quotation(Annexure-B):

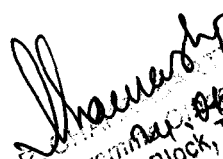
Sl. No.	Name of items	Brand	Unit	Per unit tender rate including GST and IT (inRs.)	Remarks (if any)
1	2	3	4	5	6

LIST OF ITEMS (Annexure-A)

SL No	Names of Items	Brand	Rate to be quoted for per items	Tentative quantity required
1	Add.Gel Pen	Good Quality	1 no	100
2	Alpin(T-pin)	Good quality	1 pkt	100
3	Attendance Register	OXFORD	1 no	10nos
4	Calulator(Big)& Small	Casio/Bistec/Citizen	1 No.	30 nos
5	Carbon Legal Size (Kangaro)	Good quality	1 No.	25 nos
6	Duster Towel	Good quality	1 No.	50 nos
7	Envelop (big Size)L-24cm &B-12cm.	Good quality	1 No.	500 nos
8	Envelop (Small Size)L-14cm&B-8cm	Good quality	1 no	500 nos
9	Envelop Extra-large(service book)	Good quality	1 No.	250 nos
10	File Cover& Board	OXFORD/Rajdoot/lpsita	1 No.	500 nos
11	Toilet cleaner		1no	20 nos
12	Ink Pad(Camel)	Camel	1 No.	50 nos

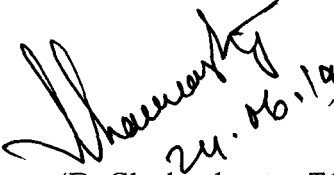
R. Chakrabarty
(R. CHAKRABARTY, ICS)
Programme Officer (BDO)
Dukli R.D. Block, Tripura (W).

13	Jems Clip	Good quality	1 no	100 nos
14	Lock & Key Medium	Link/Godrej/King	1 no	30 nos
15	Measurement Book	OXFORD/Rajdoot/Ipsita	1 Nos.	50 nos
16	Xerox Paper A4	JK/Image/Reflection(75 GSM)	1 No.	200 nos
17	XeroxPaper A5	JK/Image/Reflection(75 GSM)	1 No.	50 nos
18	Pen Blue,Red& Black (One time)	Agni/Linc/Goldex	1 No.	1000 nos
19	Register-No.4	OXFORD/Rajdoot/Ipsita	1 No.	50 nos
20	Register-No.6	OXFORD/Rajdoot/Ipsita	1No	50 nos
21	Register-No.8	OXFORD/Rajdoot/Ipsita	1 No.	50 nos
22	Register-No.10	OXFORD/Rajdoot/Ipsita	1 no.	50 nos
	Register-No.12	OXFORD/Rajdoot/Ipsita	1 No.	50 nos
24	Register-No.16	OXFORD/Rajdoot/Ipsita	1 No.	50 nois
	RegisterNo-20	OXFORD/Rajdoot/Ipsita	1 no	50 nos
26	Stapler Machine (Big size)	Kangaro/Bostitch/pilot	1 No.	20 nos
27	Stapler Machine (small size)	Kangaro/Bostitch/pilot	1 No.	50nos
28	Stepler Pin Big Size	Kangaro/Bostitch/pilot	1 No.	200 nos
29	Stepler Pin Medium Size	Kangaro/Bostitch/pilot	1 No.	200 nos
30	Stepler Pin Small Size	Kangaro/Bostitch/pilot	1 No.	200 nos
31	Towel (Big size white)	Good quality	1no.	30nos
32	Tag	Good quality	1 No.	100 bundle
33	Phenol	Good quality	1 bottle	25 packet
Laser Pinter Cartridge				
34	a)HP- 88 A	Prodot/HP/Canon	1no	50 nos
35	b)PLH -12 A	Prodot/HP/Canon	1 No.	50 nos
36	c)Canon-302	Prodot/HP/Canon	1 No.	50 nos
37	d)Canon-303	Prodot/HP/Canon	1 No.	50 nos
38	e)Canon-328	Prodot/HP/Canon	1 No.	50 nos
39	f)Canon-925 .	Prodot/HP/Canon	1 No.	50 nos
40	g)Canon-EP25	Prodot/HP/Canon	1 No.	50 nos
41	l)HP-36	Prodot/HP/Canon	1 No.	50 nos
42	J)HP-53	Prodot/HP/Canon	1 No.	50 nos
43	d)Canon-303	Prodot/HP/Canon	1 No.	50 nos
XEROX CARTRIDGE				
44	a)Canon Sharp AR-020ST	Prodot/HP/Canon	1 No.	50 nos
45	b)Canon-NPG-28 ST	Prodot/HP/Canon	1 No.	50 nos


 (R. ... TCS)
 Program ... (1900)
 Duki R. D. Block, Tripura (M).

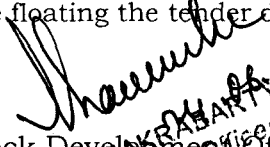
Terms & Condition for stationery items:

1. A Gross Amount of Rs10,000(ten thousands) only to be kept for a period of Six months from the gross bill on or above rupees ten thousands after getting satisfactory service from the concern supplier said amount will be released.
2. Rates should be quoted including of all taxes and necessary taxes as applicable will be deducted from the bill at sources.
3. Any Co-operative Societies like LAMPS/PACS shall submit tender without adding 5% service charge against each item.
4. The successful quotationer will have to supply the material within 07(seven) days from the date of receiving of supply order.
5. Materials should be delivered to this office at block HQ in good condition and any inferior quality of materials will not be accepted by this office.
6. The undersigned reserve the right to cancel the whole tender process at any stage without assigning any reason.
7. Item should supply as per sample which placed to you in times of supply order.
8. The tentative quantity may be increase or decrease subject to change on the basis of availability of fund.


24.10.19
(R. Chakraborty, TCS)
Block Development Officer.
DukliRD Block.

Copy to:-

1. The District Magistrate & Collector, West Tripura, Agartala for kind information.
2. The Director, ICAT, Agartala, West Tripura for kind information.
3. The Sub-Divisional Magistrate (SDM), Sadar West Tripura for kind information.
4. The Block Development Officer, Jirania/Old Agartala/Mandwi/Hezamara/Bamutia/Mohanpur/Lefunga/ Belbari R.D. Block with a request to display SNIT in their notice Board.
5. The District Information Officer triwtr@nic.in, DM & Collector Office, West Tripura, Agartala for information and requested to upload the Tender documents at www.westtripura.gov.in
6. Email to portal.tripura@gmail.com with a request to arrange floating the tender document in www.tripura.gov.in.
7. The Notice Board of this office.


Block Development Officer (TCS)
DukliRD Block, (BDO)
Program Office, (W.)
Dukli R.D. Block.