


## **SHORT NOTICE INVITING TENDER**

On behalf to the Governor of Tripura the undersigned invites sealed Tender of rate in the plain paper for procurement of various office stationeries goods for smooth running of Charilam R.D.Block during the year-2020-21. The tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office Chamber of the undersigned from 20/06/2020 to 26/06/2020 from 10.00 am to 4.00 pm except Govt. holidays and the Box will be opened on the last day at 4.00 pm Details can be seen at [wwwTripura Govt.in](http://www.Tripura Govt.in).



Block Development Officer  
Charilam R.D Block  
Sepahijala District

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**CHARILAM R.D. BLOCK : SEPAHIJALA**  
**E-mail : bdocharilam@rediffmail.com**

NO.F.10(1)/BDO/CRL/G-STORE/2015-16

5867-75

Dated-°/7/06/2020

**SHORT NOTICE INVITING QUOTATION**

Tender in sealed covers are hereby invited for the year 2020-21 by the Programme officer (Block Development Officer) Charilam RD Block, Sepahijala, Govt. of Tripura from the valid experienced, reputed, registered bidders for supply of various **“Office Stationeries”** as per following Terms and Condition.

The Tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office chamber of the undersigned from 10.00 AM to 4.00 PM w.e.f 20/06/2020 to 26/06/2020 , except Govt. Holiday and the box will be opened on the last day at 4.00 PM , if possible. If the last date of Tender dropping /Opening of Tender becomes paralyzes due to any unforeseen reason , the next working day will be the last date of Tender dropping /Opening of Tender Box .

The intending Tenderer should quote the rates as per prescribed format given below with a copy of CRC/PRTC, PAN Card, TAX clearance certificate, GST & residential proof documents as evidence of valid bidder. Any incomplete Tender will summarily be rejected. Specification of **“OFFICE STATIONARIES”** are given below:-


Sl No	Name of articles	Rate per unit	Rate
1	Xerox Paper (JK A-4)	Per Ream	
2	Xerox paper JK (FS)	Per Ream	
3	Calculator-BS-512VII (Bistec)	Per No.	
4	File cover with board	Per No.	
5	Paper Flags(4 color 50x4=200 per packet)	Per pac.	
6	T-pin	Per box	
7	One time pen (Agni 20/20)	Per No.	
8	One time pen red (Goldex klassy)	Per No.	
9	Register 4 Number (Oxford)	Per No.	
10	Register 6 Number (Oxford)	Per No.	
11	Register 08 Number(Oxford)	Per No.	
12	Register 10 Number(Oxford)	Per No.	
13	Register 16 Number(Oxford)	Per No.	
14	Stock register20 Number(Oxford)	Per No.	
15	Dak dispatch register16 Number(Oxford)	Per No.	
16	Letter received register16 Number(Oxford)	Per No.	
17	Peon book (Oxford)	Per No.	
18	Arm Towel ( white)	Per No.	
19	Harpic (500ml)	Each	
20	Stamp pad ink(100 ml violet)	Each	
21	Dettol (500ml)	Each	
22	Godrej air Home Air Freshener Spray	Each	
23	Measurement book (Rajdoot)	Per No.	
24	Gum(150 ml bottle)	Per No	
25	Fevi gum tub (20 ml)	Per No	
26	Hand wash (500 ml)	Per No	
27	Phenol(500ml)	Per No	
28	Duster (towel)	Per No	
29	Tag (Catton)	Per Bnd.	
30	Cello tap(1/2 Enc)	Per No	
31	Mouse (dell)	Per No	
32	Keyboard (dell)	Per No	
33	Punching machine (single)	Per No	

*[Handwritten signature]*

SI No	Name of articles	Rate per unit	Rate
34	Water jug (made of glass)(2 litters)	Per No.	
35	Bulb(LED-12W)	Per No.	
36	Battery (Pencil)	Per No.	
37	Cup & Plate set (Laopala)	Per Set.	
38	Calling bell(Elect.)remote control	Per No .	
39	Clip board (plastic)	Per No.	
40	Envelop brown(4x11)	Per 100 No.	
41	Guard file	Per No.	
42	Naphthalene	Per kg.	
43	Odonill	Per pkt.	
44	Sujan (Steel made)	Per No.	
45	Scissor (Medium)	Per No.	
46	Stamp pad(110x70mm violet)	Per No.	
47	Towel(Chair cover)	Per No.	
48	Table glass 2x3 ft.(6mm)	Per No.	
49	Scale (18 Enc)	Per No.	
50	Writing pad (Rajdoot medium)	Per No.	
51	Water Glass set(Milton)	Per set.	
52	Attendance register 04 Number(Oxford)	Per No.	
53	Attendance register 06 Number(Oxford)	Per No.	
54	Plastic paper cover (A4-size)	Each.	
55	paper stick (A4-size)	Each.	
56	Plastic bucket(100 litters)	Per No.	
57	Note pad (3-leyer)spiral- class mate	Per No.	
58	Pocket dairy-class mate	Per No.	
59	Dustbin (plastic)	Per No.	

**The Following Terms and Condition shall apply**

1. Quotation should be submitted as per norms and specifications mentioned above.
2. Tenderers will have to deposit **Earnest money** along with quotation amounting to **Rs.2000/- (INR, Two thousand only)**, in the shape of **Demand Draft** to draw in favour of **The Block Development Officer, Charilam, Sepahijala Tripura** issued by any Bank.
3. **The price quoted should be inclusive of all taxes.**
4. Specification as well as the configuration are required to be strictly as per requirement of the indenter.
5. **The Block Development Officer, Charilam R.D. Block reserves the right to cancel or reject the quotation including the lowest bidder without assigning any reasons thereof.**
6. Materials should be received in good condition. The receiving authorized staff of this office shall reserve the right to check the quantity & quality of materials to be supplied For any damage to the materials supply to this end , compensation shall be borne by the supplier .
7. Materials should be recently manufactured and with at least 1(one) year manufacturing warranty.
8. The sealed cover envelope shall be superscripted by the expression **“OFFICE STATIONARIES”**.
9. Supply should be completed within 10(Ten Days) at Block Head quarter from the date of receipt of supply order.
10. Bill will be raised in triplicate by obtaining certification from GENERAL Store –in-charge for quality checking.
11. Rate should be quoted (both figure & word) for each item separately inclusive of all inevitable taxes if any and carrying loading & Un-loading shall be borne by supplier.
12. Applicable taxes as per Govt. Norms (GST,VAT/Income Tax along with surcharge , etc) if any will be deducted from the bill.

  
 Block Development Officer  
 Charilam R.D. Block

**Copy forward for kind information and with a request to display a copy of this notice in the notice board of the O/O :-**

1. The District Magistrate & Collector, Sepahijla ,District, Bishramganj .
2. The Sub Divisional Magistrate , Bishalgarh , Sepahijala District, Bishalgarh .
3. The Supdt. of Agriculture ,Bishalgarh.
4. The Supdt. of Fishery ,Bishalgarh .

**Copy also forwarded for kind information to :**

1. The Director, ICAT, Government of Tripura, Gandhighat, for kind information ,& with a request to publish in single insertion of tender in 3 (three) local dailies.
2. The Director, IT, Indranagar with a request to arrange displaying in state portal for wide publicity.
3. The Account Section /Cashier of this Block.
4. Notice board of Charilam R.D. Block for information of all concerned and necessary action.
5. The Store In-Charge, Charilam RD Block for information.

  
Block Development Officer  
Charilam R.D. Block