

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
PANISAGAR R.D. BLOCK :: NORTH TRIPURA**

F.No.15(3)/BDO/PNS/GL/STORE/2018/11499-505

Date:- 18/12/2018

**SHORT NOTICE INVITING QUOTATION**

On behalf of the Governor of Tripura the undersigned invites Short Notice Inviting Quotation (SNIQ) for supply of office stationeries and other related/petty materials for the from local traders/cooperative dealing in the items listed in Annexure - A, B, C

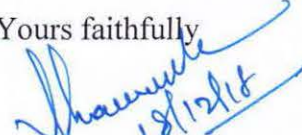
The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has attach D-Call amounting Rs. 5,000/- (Rupees Five Thousand) only in favour of the Block Development Officer, Panisagar R.D Block, North Tripura from any Bank payable at Panisagar.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Office, Panisagar R.D Block on and **from 18/12/2018 up to 07/01/2019 at 3:00 pm (working Days)**.

The quotation will be opened on **07/01/2019 at 4:00 pm** in the presence of the bidder / authorized representative who are willing to remain present at the time of opening of the quotation.

Sl No.	Name of the Items	EMD	Enclosures
1	Office stationeries (Enclosed in Annexure A, B & C with this SNIQ)	Rs. 5,000/-	Attested photo copy of 1. Permanent Account Number 2. GST Registration certificate 3. Shop/store registration certificate 4. Trade License (If applicable) 5. Bank Pass Book 6. ADHAAR Card (without enclosures bid will not be accepted)

Yours faithfully

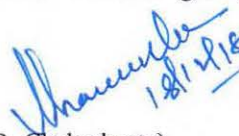
  
18/12/18

(R. Chakraborty)

Block Development Officer  
Panisagar R.D. Block :: North Tripura

## TERMS & CONDITIONS


1. The lowest bidder shall sign an agreement with the Block Development Officer, Panisagar R.D. Block within 7 days receipt of offer. If fails to do so, the 2<sup>nd</sup> lowest bidder may be awarded the contract, if found suitable
2. The selected supplier shall have to supply the items to the Office of the Block Development Office, Panisagar R.D. Block within 5 days of receipt of every supply orders; If fails, the undersigned may give chance to the supplier to supply the ordered items within any few days or security money in the shape of deposit-at-call may be forfeited or the agreement may be cancelled.
3. The lowest bidder shall have to supply the ordered items as per specification indicated in Annexure- A,B & C. If any inferior, duplicate or damaged item intended for supply is found, it shall be outright rejected by the undersigned and the supplier shall replaced such item within 3 days.
4. In case the inferior/damaged/duplicate item is supplied unnoticed but detected later, the undersigned shall inform the supplier immediately and the item shall be replaced within 7 days by the supplier. If the supplier refuses to replace such item the undersigned may forfeit the security money (D-Call).
5. No item/materials shall be accepted beyond the supply order and agreed rates of materials.
6. In case of high fluctuation of rates in the market during the contract period, the BDO reserves the right to cancel the agreement and may call a fresh tender with intimation to the supplier.
7. All statutory deductions shall be made from bills, i.e., payment shall be inclusive of taxes.
8. Any item may be struck off/out by the undersigned from annexure A,B & C (list of materials) even after finalization of rate and bidder.
9. The undersigned reserves the right to cancel the whole affairs without giving prior notice/information to supplier, if necessary.

  
(R. Chakraborty)

Block Development Officer  
Panisagar R.D. Block :: North Tripura

### Copy to:-

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, agartal for favour of kind information with a request with a request for a single insertion in 3(Three) local dailies(Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information with a request to display in the notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Damcherra /Jampui/Dasda /Laljuri/ Jubarajnaragar/ Kalacherra/ Kadamtala R.D. Block, information with a request to arrange for display the notification in the notice board.
5. The DIA, North Tripura ([e-mail-tridmn@nic.in](mailto:e-mail-tridmn@nic.in)) for information with a request to upload in Tripura state Portal and North District official website.
6. The Tripura State Portal ([portal.tripura@gmail.com](mailto:portal.tripura@gmail.com)) with a request to float the quotation at Tripura Portal. [www.tripura.gov.in](http://www.tripura.gov.in)
7. Notice Board of this Office.

  
(R. Chakraborty)

Block Development Officer  
Panisagar R.D. Block :: North Tripura



(Prescribed Pro-forma)

To  
The Block Development Officer  
Panisagar R.D. Block  
Panisagar Sub-Division, North Tripuara

Sub:- Submission of tender for supply of office stationery and other related/petty materials along with  
Necessary documents and EMD .

Ref: F.No.15(3)/BDO/PNS/GL/STORE/

Dated / /

Sir,

In response to the above, I am submitting the rates for items listed in the Annexure-I of the NIT as per terms and conditions.

- 1) Name :-
- 2) Father/ Husband Name :-
- 3) Address :-
- 4) My Mobile No. :-
- 5) Address of shop:-
- 6) EMD detail :-
- 7) List of enclosures :-

**DECLARATION:** I do hereby declare that I personally gone through the DNIT and understood all the clauses, terms & conditions and agreed to abide by it.

Dated :

Enclosure : As stated

Yours faithfully

(Signature of bidder with date and seal, if any)

## Annexure-A

## LIST OF ITEMS/MATERIALS (Computer Accessories)

Sl No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees(Per unit)
1	Computer Monitor (18.5/19.5 inch)	HP/Dell/Lenovo			
2	Computer Mouse	HP/Dell/Lenovo			
3	Computer Key Board	HP/Dell/Lenovo			
4	Computer UPS	HP/Dell/Lenovo			
5	Scanner	Canon / HP/ Benq			
6	Mother Board 1 <sup>st</sup> Generation	Asus/Zebronic/Gigabyte			
7	Laser Printer	HP / Canon /Samsung			
8	Mother Board 2 <sup>nd</sup> Generation	Asus/Zebronic/Gigabyte			
9	Mother Board 3 <sup>rd</sup> Generation	Asus/Zebronic/Gigabyte			
10	Processor (Pentium)	Intel / Samsung/Lenovo			
11	Processor (DDR 2)	Intel / Samsung/Lenovo			
12	Processor (DDR 3)	Intel / Samsung/Lenovo			
13	RAM 1 GB	Samsung / Toshiba			
14	RAM.2 GB	Samsung / Toshiba			
15	RAM 3 GB	Samsung / Toshiba			
16	SMPS	Good Quality			
17	Computer Printer P-1008	HP/ Canon /Sharp			
18	Cartridge 78 A	Lapcare /Prodot/ HP			
19	Cartridge 88 A	Lapcare /Prodot/ HP			
20	Cartridge 35 A	Lapcare /Prodot/ HP			
21	Cartridge 12 A	Lapcare / Prodot / HP			
22	EPSON (L130) Printer Cartridge	EPSON			
23	Refilling Charge (Cartridge 78 A)	Best Quality			
24	Refilling Charge (Cartridge 88 A)	Best Quality			
25	Refilling Charge (Cartridge 35 A)	Best Quality			
26	Refilling Charge (Cartridge 12 A)	Best Quality			
27	Anti Virus(Total Security)	Single User			
28	Anti Virus (Total Security)	Three User			

*R. Chakraborty*  
**R. Chakraborty, TCS**  
 Block Development Officer  
 Parisagar R.O. Block

## Annexure-B

## LIST OF ITEMS/MATERIALS (Office Stationery)

Sl No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees(Per unit)
1	Stapler (24/6)	Kangaro			
2	Stapler (10)	Kangaro			
3	Stapler Pin (24/6)	Kangaro			
4	Stapler Pin (10)	Kangaro			
5	Single Punch	Kangaro			
6	File Cover with board	Rajdoot/Star/Oxford			
7	Tag (Cotton)	Good Quality			
8	Binding Register No. (4,6,8,10,12 & 20)	Oxford/Ipsita/Delux			
9	Toilet Cleaner (500ML)	Harpic/Lizol			
12	White Ink Correction Pen( 7ML)	Kores			
13	Glue Sticks(8Gm)	Kores			
14	Highlighter Pen	Luxer/Camlin/Kores			
17	Stamp Pad (Big Size)	Camlin/Kores			
18	Stamp (Small Size)	Camlin/Kores			
19	Phenyl (black 500ML)	Good Quality			
20	Phenyl (White 500ML)	Good Quality			
21	Alpin (Box)	Good Quality			
22	Copier Paper(75 GSM)	JK			
27	Calculator SC-1405EX	Casio/Samay			
28	Envelop (4"X10")	Good Quality			
29	Envelop (6"X12")	Good Quality			
30	Envelop (12"X15")	Good Quality			
32	Gum (100 ML)	Good Quality			
40	Lock (Small, Medium & Big)	Good Quality			
52	Paper Flag	Good Quality			
55	Jems Clip	Good Quality			
	Pen (One Time)	Good Quality			

*M. Chakraborty*  
 R. Chakraborty, TCS  
 Block Development Officer  
 Panisagar P.O. Block



## Annexure-C

## LIST OF ITEMS/MATERIALS (Computer Accessories)

Sl No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees(Per unit)
1	Bill Register (200 pages)				
2	Received Register (200 pages)				
3	Dispatch Register (200 pages)				
4	Attendance Register (100 pages)				
5	Aquittance Roll (200 pages)				
6	Stock Register (200 pages)				
7	FTO Register (200 pages)				
8	Asset Register (200 pages)				
9	Disbursement Register (200 pages)				
10	Budget Control Register (200 pages)				
11	Project Register (200 pages)				
12	Printing A4 Size (Single Side)				
13	Printing A4 Size (Both Side)				
14	Printing Legal Size( Single Side)				
15	Printing Legal Size( Both Side)				
16	Printing A3 Size (Single Side)				
17	Printing A3 Size (Both Side)				
18	Cost of Binding (100 pages)				
19	Cost of Binding (200 pages)				
20	Flex Printing (per Sqft)				

*R. Chakraborty*  
**R. Chakraborty, TCS**  
 Block Development Officer  
 Panisagar R.D. Block