

Government of Tripura
Office of the District Magistrate & Collector
North Tripura, Dharmanagar.

No. F.1(2)/DM(N)/NAZ/2017-18/ 546

Dated: 17/12/2018.

SHORT NOTICE INVITING QUOTATION

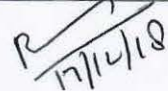
On behalf of the Governor of Tripura, the undersigned invited Notice Inviting Quotation (SNIQ) for Supply of office Stationeries and other related/petty materials for the Financial year (2018-19) from local Registered traders/cooperatives/firm dealing in the items listed in Annexure- A.

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, North Tripura from any Bank payable at Dharmanagar.

The stated scaled quotation should be dropped in the Tender Box kept in the Chamber of the Sr. Dy. Magistrate/DDO, DM's office North Tripura, Dharmangar on **08/01/2019** up to 3: 00 PM (working days).

The quotation will be opened on **08/01/2019** at 3.00 PM in the presence of the bidders/authorized representatives who are willing to remain present at the time of opening of the quotation.

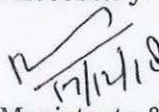
SL. No.	Name of the items	EMD	Enclosures
1	2	3	4
1.	Office Stationeries and other related/petty materials (Enclosed in Annexure- A. with SNIQ)	Rs.5,000/- (Rupees five thousand)only.	Attested photo copy of 1. PAN card. 2. GST Registration Certificate. 3. Shop/store/firm Registration Certificate. 4. Trade License (if applicable) 5. Bank Pass Book. 6. ADHAAR card. (without enclosures bid will not be accepted)


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TERMS AND CONDITIONS

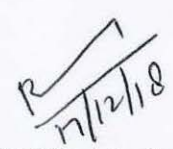
1. The lowest quotationer will have to be supplied the items as per supply order within ten days from the date of receipt of supply order from the office of the District Magistrate & Collector, North Tripura, Dharmanagar. If supplier fails to supply the item as per requirement within three days the D-Call money will be forfeited.
2. 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, North Tripura. In case of such supply the D-call money (Security Deposit) will be forfeited as usual course and DM's office, North Tripura shall take initiative to declare the concerned firm as black listed.

3. If there is any abnormal downfall in respect of market rate etc. during the contract period DM's office will arrange procurement of fresh rate irrespective of currency of present SNIQ.
4. In case any materials 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.
5. No item of materials will be accepted beyond the supply order and articles rate of which is not included in the bid tender document.
6. Necessary statutory deduction will be made from bill.
7. The undersigned may cancel the whole affairs without showing any prior notice to bidders/supplier, if necessary.
8. 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.
9. As per norms of GST.


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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, Kanchanpur with request to display the notification in the Notice Board.
3. The SDM, Dharmanagar / Panisagar / Kanchanpur with request to display the notification in the Notice Board.
4. The BDO, Kadamptala / Jubarajnar / Panisagar / Damcherra / Dasda / Kalacherra / Laljuri with request to display the notification in the Notice Board.
5. The Secretary, UTZP, North Tripura with request to display the notification the Notice Board.
6. The Chief Executive Officer, Nagar Panchayat, Dharmanagar with request to display the notification in the Notice Board.
7. The DIA, NIC, North Tripura for information and with a request to float the Short Notice Inviting Quotation at www.northtripura.nic.in and portal.tripura.gov.in with a request to arrange for floating the Short Notice inviting Quotation in www.tripura.gov.in
8. Notice Board of this office.
- 1.


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List of office stationary

Sl. No	A. Category	Brand	Unit	Quoted Rate Rs. (Per Unit.)
1.	Pinter Cartridge (88A)	Any compatible cartridge (Prodat/print well/image)		
2.	Pinter Cartridge (12A)	Any compatible cartridge (Prodat/print well/image)		
3.	Pinter Cartridge (88A) Laserjet Toner Cartridge	Any compatible cartridge (Prodat/print well/image)		
4.	Laser Jet Pro MFP M132	Any compatible cartridge (Prodat/print well/image)		
5.	Fax Machine Drum			
6.	Cartridge INK Colour For Printer (802).	HP		
7.	Pay Bill Register	OXFORD		
8.	Fax roll	Good quality		
9.	Register-No.4	OXFORD		
10.	Register-No.6	OXFORD		
11.	Register-No.8	OXFORD		
12.	Register-No.10	OXFORD		
13.	Register-No.20	OXFORD		
14.	Register-No.30	OXFORD		
15.	Leger Book No.30	OXFORD		
16.	Bill Register 200page	OXFORD		
17.	Receipt Register 300page	OXFORD		
18.	Dispatch Register 300page	OXFORD		
19.	Attendance Register 100page	OXFORD		
20.	Stock Register (No.20)	OXFORD		
21.	Laser Book (No.20)	OXFORD		
22.	Laser Book (No.10)	OXFORD		
23.	Xerox paper (A4 size) 75gsm	JK		
24.	Xerox paper legal size	JK Copier		
25.	Towel white (bigsize)	Good quality		
26.	Door Mat (Papush).	Good quality		
27.	Dettol Hand Wash	Dettol		
28.	Liquid mosquito	All out		
29.	Computer printer 1008	HP		
30.	Bulb (LED) 9 w.	PHILIPS		
31.	Bulb (LED) 9 w.	Syska		
32.	Tube (LED) 18/20 w.	PHILIPS		
33.	Tube (LED) 18/20 w.	Syska		
34.	Cash Book register 250 page	OXFORD		
35.	Celling Fan	USHA		
36.	Calling Bell	FORT		
37.	Calling Bell	Havells		
38.	Tube light Chawk	PHILIPS		
39.	Computer Extension Cord (4 point)	ANCOR		
40.	pencil battery	Eveready		
41.	Highlight Pen	Luxar		

42.	Hi tec Pen	Good quality		
43.	Mosquito Hit	All out		
44.	8 GB Pen drive	HP		
45.	8GB Pen drive	SanDisk		
46.	Stapler Machine (Big)	Kangaro		
47.	Room Freshener	Odonil		
48.	Allout Liquid	Good Quality		
49.	Calculator OT-1600T (120 step check & Correct Auto Replay, 12 Digit)	ORPAT		
50.	Dot pen	AGNI 20/20		
51.	Envelop (A4)	Good quality		
52.	Envelop (Small Size)	Good quality		
53.	Alpin	Good quality		
54.	Eraser	Good quality		
55.	Cotton Tread	Good quality		
56.	Clip Board	Good quality		
57.	Gum Pot	Good quality		
58.	Cover File	Good quality		
59.	File Flag	Good quality		
60.	Cello Tape beg size	Good quality		
61.	Stapler Pin 24/6	Kores		
62.	Punch Machine	Kangaro		
63.	Suzan	Good quality		
64.	Tag	Good quality		
65.	Duster Cloth	Good quality		
66.	File cover & Board	Rjdoot		
67.	James Clip	Good quality		
68.	Knife (small size)	Good quality		
69.	Lock & key (medium size)	link		
70.	Marker pen (permanent)	Good quality		
71.	Note Sheet	Good quality		
72.	Nepkin	Good quality		
73.	Peon book	OXFORD		
74.	Paper weight	Good quality		
75.	Napthalene	Good quality		
76.	Dak Pad	OXFORD		
77.	Stamp pad	Apollo		
78.	Pad Ink	Apollo		
79.	Short Hand note Book	OXFORD		
80.	Blank (DVD)	SONY		
81.	Candle (6x12)	Good quality		
82.	Scale Steel	Good quality		
83.	Spoon set of 6	Good quality		
84.	Dustbin Plastic	Good quality		
85.	Carbon Paper (210x330 mm)	Good quality		
86.	Pencil (Wood)	Good quality		
87.	Engagement Pad	Rajdoot		
88.	Wooden pencin	HP		
89.	Water Glass (per sozen)	Borosil		
90.	Water Glass Lid	Milton		
91.	Three Quarter Dish	Good quality		
92.	Broom	Good quality		
93.	Stick Jharu (Flower)			
94.	Coconut Broom	Good quality		

95.	Harpic 500ml	Harpic		
96.	Phenol 500ml (white)	Good quality		
97.	Phenol 500ml (Black)			
98.	Toilet brush	Good quality		
99.	Plastic Bucket 15 Ltr.	Good quality		
100.	Jute sutle	Good quality		
101.	Table glass	Good quality		
102.	Godrej Table	Godrej		
103.	Steel Almirah	Godrej		
104.	Plastic chair	Suprime/neelkamal		
105.	Mug 1ltr.	Good quality		
106.	Drug Net	Good quality		
107.	Electric (Tea Maker)	Good quality		
108.	Fax Machine	HP		
109.	Tray	Good quality		
110.	Computer keyboard	HP		
111.	Computer mouse	HP		
112.	Umbrella big size	Good quality		
113.	Vehicle Log book	Good quality		
114.	Water filter	Good quality		
115.	Stapler Machine (Small)	Kangaro		
116.	Register No.-12	Good quality		
117.	Register No. -16	Good quality		
118.	Register No-40	Good quality		
119.	Dettol soap	Good quality		
120.	Trunk	Good quality		

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17/12/18

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