



**GOVERNMENT OF TRIPURA  
OFFICE OF BLOCK DEVELOPMENT OFFICER  
TELIAMURA RD BLOCK: KHOWAI DISTRICT**

**F.2(6)/BDO/TLM/Accts/2016-17/ 7359-73**

**Dated 31/12/2018**

**SHORT NOTICE INVITING TENDER**

On behalf of the Governor of Tripura, the undersigned invites sealed rate quotation in the plain paper from the interested, experienced and registered bidders for supply of stationary items for Office use of Teliamura R. D. Block for 2018-19 FY. The sealed Quotation should reach to the Office of the BDO Teliamura R.D. Block, Khowai Tripura latest by 07/01/2019 by 3 PM.

The items and specifications are annexed with annexure-A that may also be downloaded from the website [www.tripura.gov.in](http://www.tripura.gov.in) or [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) or may be obtained from the Office of the undersigned on any working days during the bidding period. The intending bidder shall quote rates as per the following format:

Sl No.	Name of item	Brand	Specification	Unit	Unit Price (in words)	Unit Price (in figure)

The tender box under lock & key will be kept open for dropping of tender by the intending bidder in the office of the undersigned from 31-12-2018 to 07-01-2019 from 10:00 am to 3:00 pm except Govt. holidays and the box will be opened on the last day i.e 07-01-2019 at 4:00 pm, if possible in presence of the interested suppliers who have participated in the quotation. If the last date of tender dropping/ opening of tender is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/ opening of tender box.

The quality of articles should be in good condition. The intending bidder should quote the rate as prescribed format given below along with copy of CRC/PRTC, PAN Card, GST Registration, tax clearance as evidence of valid bidder and permanent resident of Tripura. Any incomplete tender will summarily be rejected.

*[Signature]*  
Block Development Officer  
Teliamura RD Block  
Khowai

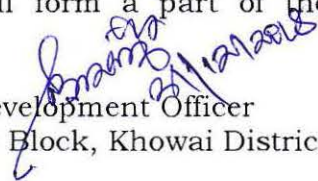
**The Following Terms and Condition shall apply:-**

1. The lowest quoted cumulative unit price against all items or for a no. of items will be taken into account for selection of the bidder.
2. The sealed quotation should reach to the O/O the Block Development Officer, Teliamura RD Block, West, Tripura on or before 3:00 pm of 07-01-2019. The applicant/agency should be a reputed manufacturing company/supplier of the items sought above.
3. The rate contract shall be valid upto 31-03-2019.
4. The rate should include supply of materials as per specification including transportation cost, service charge for supply the materials to Block HQ.
5. The rate should be quoted strictly as per given specifications.
6. The sealed cover envelop shall be superscripted by the expression "QUOTATION FOR SUPPLY OF STATIONARY ITEMS FOR OFFICE UDE OF TELIAMURA RD BLOCK FOR 2018-19 FY".

*[Signature]*



7. The agency must be registered under GST. Copy of GST registration should be submitted. The agency must have PAN linked bank account which is preferably AADHAR seeded. All these mandatory document should be invariably submitted which shall be checked for authenticity at the time of opening tender.
8. Rate should be quoted in both figure and words inclusive of all inevitable taxes, transportation charges & other service charges, if any.
9. Materials must be supplied with delivery challan.
10. Supply of materials in full quantity should be completed within 7(seven) days from the date of receipt of supply order or placing of supply order. In case, the quality of the said items supplied are found sub- standard / inferior, the supplier shall be liable to replace such materials at their own cost.
11. The rates once approved shall not be increased for any reason whatsoever or under any circumstance during the contract period.
12. Payment will be made on presentation of bills in triplicate after successful completion of supply within the stipulated date.
13. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
14. Any tender not complying with required terms & conditions as stated above will be treated as informal.
15. Necessary taxes would be deducted as applicable as per govt. norms.
16. In case of legal dispute the jurisdiction will be the High Court of Tripura.
17. Terms & condition incorporated in the SNIT shall form a part of the agreement.

  
 Block Development Officer  
 Teliamura RD Block, Khowai District

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

1. The District Magistrate & Collector, Khowai District.
2. The Sub-Divisional Magistrate, Teliamura Sub-Division, Khowai
3. The Block Development Officer, Khowai RD Block/Kalyanpur RD Block/Tulashikhar RD Block/Mungiakami RD Block/Padmabil RD Block
4. The Superintendent of Agriculture, Teliamura Sub-Division, Khowai
5. The Superintendent of Fisheries, Teliamura Sub-Division, Khowai

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

1. The Director I.C.A Dept. Gandhighat, Agartala, Tripura for kind information with a request to kindly arrange to publish it in three local daily newspaper ([icadirector.tripura@gmail.com](mailto:icadirector.tripura@gmail.com) / [advtica15@gmail.com](mailto:advtica15@gmail.com))
2. The District Information Officer (DIO), Khowai District for information with request to arrange to float the tender in [www.tripuratenders.gov.in/](http://www.tripuratenders.gov.in/) [www.eprocure.gov.in](http://www.eprocure.gov.in)
3. E mail to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to floating the Tender in [www.tripura.gov.in](http://www.tripura.gov.in)
4. The Account section/ Cashier of this Block.
5. Notice board of Teliamura R.D. Block. for information of all concerned and necessary action
6. The Store In- Charge, Teliamura R.D. Block for information.

  
 Block Development Officer  
 Teliamura RD Block, Khowai District



## List and specifications of Items:-

Sl No.	Name of item	Brand Name	Specification	Unit	Quantity
1	Stapler	Kangaro	HD-45	No.	10
2	Stapler	Kangaro	Small	No.	10
3	Stapler Pin	Kangaro	Small	Pkt	10
4	Stapler Pin	Kangaro	HD-45	Pkt	10
5	Xerox Paper	JK Copier	A-4	Rim	50
6	Xerox Paper	JK Copier	Legal	Rim	10
7	Calculator	Casio	MJ-120D	No.	10
8	File Cover	Standard quality	standard size	No.	50
9	One time Ball Pen (Black & Blue)	Agni	20/20	No.	100
10	Plastic Scale	Star Deluxe	18 inch	No.	10
11	Plastic Scale	Star Deluxe	12 inch	No.	10
12	Surveyor Measuring Tape	Standard quality	30 meter	No.	5
13	Glass Paper weight	Standard quality	Office use	No.	10
14	Stamp Pad	Faber-Castell	110×69 mm	No.	10
15	Adhesive Gum	Camel/Camlin	300 ml.	No.	10
16	Blue Carbon paper	Kores	standard size	Pkt	10
17	Duster Cloth	Standard quality	standard size	No.	30
18	White towel for Chairs	Standard quality	standard size	No.	20
19	Generic File Tag	Standard quality	standard size	Bundle	20
20	Whitener pen	Cello/Luxor	standard size	No.	20
21	Coloured Gems Clip	Standard quality	standard size	Box	20
22	Paper Flags	Oddy	standard size	No.	20
23	Liquid Handwash	Dettol/Lifebuoy	Medium	No.	5
24	Highlighter Pen	Luxor	standard size	No.	10
25	Black Marker Pen	Camlin	standard size	No.	10
26	Paper piercer (Sujon)	Standard quality	standard size	No.	20
27	Mosquito liquid vaporizer Machine	Good Knight	standard size	No.	5
28	Mosquito repellent Oil/Liquid	Good Knight	standard size	No.	5
29	Brown Envelopes	Standard quality	standard size	No.	100
30	White Envelopes	Standard quality	standard size	No.	100
31	Plastic dustbin Bucket	Standard quality	standard size	No.	5
32	Tube light	Philips	18 watt/ 20 watt	No.	5
33	LED Table light	Philips	5 watt	No.	5
34	Red Salu Cloth	Standard quality	standard size	Than	2
35	Toner Cartridge (Printer)	hp	88A	No.	10
36	Toner Cartridge (Printer)	hp	12A	No.	5
37	Toner Cartridge (Printer)	Canon	2900B	No.	2
38	Toner Cartridge (Printer)	Canon	337 starter	No.	2
39	Toner Cartridge (Printer)	Canon	103/303/703	No.	3
40	Toner Cartridge (Photocopier)	RICOH	MP2501S	No.	2

(Block Development Officer)  
Teliamura RD Block, Khawai District