

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE SUB-DIVISIONAL WELFARE OFFICER**  
**PANISAGAR.NORTH. TRIPURA**

No.F.1(1)STO/PNS/TENDER/2017-2018

Date : 14/03/18

**Notice Inviting Quotation for Office Articles**

Sub-Treasury Officer, Panisagar on behalf of the Government of Tripura, invites sealed quotations from bonafide registered supplier / citizen / supply agencies for procurement of office Articles / Stationaries for the year of 2017-2018 as mentioned in ITEM-A. The interested Company / Supplier / Agency may submit their financial quotation documents in prescribed format in separate sealed cover. Details of items are as follows:-

<b>ITEM A</b>		
Sl. No.	Description of items	Qty.
1.	Register Khata No.4	01 No.
2.	Envelope (10/4-1/2)	01. No.
3.	File Cover & Board	01 No.
4.	JK A4 paper	01 Rim.
5.	Calculator ( 12 Digits)	01 No.
6.	Punching machine	01 No.
7.	Sutli	01 Kg.
8.	Ball point pen (one time)	01 pkt.
9.	Cartridge 88A H.P.	01 No.
10.	Correction pen	01 No.
11.	Table Duster	01 No.
12.	F.S. Paper	01 Rim.
13.	Room spray odonil	01 No.
14.	Stapler	01 No.
15.	Scale ( Steel)	01 No.
16.	Stamp pad	01 No.
17.	Ton Suta	01 kg.
18.	Towel	01 No.
19.	Pen Drive 8GB	01 No.
20.	Adhesive Gum	01 No.
21.	Clip Board	01 No.
22.	Pen Holder	01 No.
23.	Paper Weight	01 No.
24.	Dustbin	01 No.

25.	Cashbook	01 No.
26.	Notepad (30 pages)	01 No.
27.	Notebook (Spiral Binding, Single Ruled, min . 150 pages)	01 No.
28.	Sticky Notes (Colored Flags)	01 packet
29	Tea Cup set	01 set
30	Guard file	01 No.
31	Dak file	01 No.
32	Rubber Band	01 Packet
33	Dinner Set	01 set
34	Tea Tray Medium size	01 No.
35	Knife	01 No.
36.	Tag	01 Bundle.
37	Glass table top cover	01 No.

Intending eligible quotationer may obtain quotation document free of cost from the **OFFICE OF THE SUB-TREASURY OFFICER, PANISAGAR, NORTH TRIPURA** between 10.00 AM to 3.00PM up to 22/03/18.

Financial documents sealed in separate covers must be delivered to the Sub-Treasury Officer, Panisagar, up to 22/03/18 till 3.30PM. All sealed quotations received till then will be opened on the same day, in the office at 4.00 P.M if possible. If the last date of tender dropping/opening of tender Box paralyzed due to unforeseen reason(s), then it shall be done on the next Government working day. The undersigned reserves the right to accept or reject any or all the tenders without citing any reason whatsoever.

**Sd/-**  
**Sub-Treasury Officer,**  
**Panisagar, North Tripura**

## Terms & Conditions

### **01. Delivery Place:**

Bidder will supply and deliver the materials in requisite number at the office of Sub-Divisional Welfare Officer, Panisagar, North Tripura and the cost of transportation will be borne by the supplier.

### **02. Qualification Conditions:**

- a) Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- b) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate/GST and other taxes (whichever applied)

### **03. Bid Price:**

- a) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- b) Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

### **04. Submission of Quotations/Bid:**

- a) Each bidder should submit quotations in sealed envelopes.

### **06. Credentiaity Certificate**

Specification of Item(as applicable)

- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise Rate.
- d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

### **07. Evaluation of Quotations:**

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

Are properly signed;&

Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

### **09. Award of Contract:**

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

A) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

### **10. Other Terms & Conditions:**

- (a) Sub-Treasury Officer, Panisagar North Tripura reserves the right to prepone/postpone/cancell the bid, the bidder will have to abide with the decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied.
- (e) No payment will be made for any damage of goods supplied.
- (f) Liquidated damages provisions for damages shall be included in conditions of the contract.

When delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before 3.30 PM of the 22-03-2018 in the prescribed format (enclosed herewith) in sealed envelopes in form of bids /quotations to the Sub-Treasury Officer, Panisagar, North Tripura. Sealed quotations received till then will be opened in the office on the same day i.e. 22-03-2018 at 4:00 PM. We look forward to receiving your quotations and thank you for your interest in this project.

Purchaser:

Sd/-  
**Sub-Treasury Officer,  
Panisagar, North Tripura**

**PROFORMA FOR TECHNICAL BID (PART - I)**

Annexure : I

	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
1	Name of the supplier/Agency	
2	Detailed office address of the supplier/Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
3	PAN/TAN Number ( copy to be enclosed)	
4	Sales Tax/VAT/GST Registration Number (copy to be enclosed)	
5	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service / GST Tax if applicable. (copy to be enclosed)	
6	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
7	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
8	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
9	Whether agency profile is attached?	
<b>Date</b> :		<b>Signature of the Bidder Office Seal</b>
<b>Place</b> :		

**FORMAT OF FINANCIAL BID (Part - II)**

Annexure : II

Name of the Firm/Agency/Supplier: \_\_\_\_\_

**Quotation for Purchase of Office Articles**

ITEM A					
Sl. No.	Description of items	Qty.	Brand	Rate per unit	Total
1.	Register Khata No.4	01 No.			
2.	Envelope (10/4-1/2)	01. No.			
3.	File Cover & Board	01 No.			
4.	JK A4 paper	01 Rim.			
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15.	Scale ( Steel)	01 No.			
16.	Stamp pad	01 No.			
17.	Ton Suta	01 kg.			
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28.	Sticky Notes (Colored Flags)	01 packet			
29.	Tea Cup set	01 set			
30.	Guard file	01 No.			
31.	Dak file	01 No.			

32	Rubber Band	01 Packet			
33	Dinner Set	01 set			
34	Tea Tray Medium size	01 No.			
35	Knife	01 No.			
36.	Tag	01 Bundle.			
37	Glass table top cover	01 No.			
	<b>Total</b>				
	<b>Total Amount in Rs.</b>				
	_____ <b>only.</b>				

I/We agree to supply the above mentioned items in accordance with technical specification for a total contract price of . ..... (in words Rupees .....) including taxes, Transportation etc. within five days of the issue of supply order.

I/We also confirm that the normal commercial warranty/guarantee shall apply to the supplied items.

3. I/We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Designation:

Date:

Address:

Contact No.:

