

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
CHARILAM R.D. BLOCK : SEPAHIJALA
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NO.F.10(1)/BDO/CRL/G-STORE/2015-16 447-55

Dated- 17/01/2019

SHORT NOTICE INVITING QUOTATION

Tender in sealed covers are hereby invited for the year 2019-20 by the Programme officer (Block Development Officer) Charilam RD Block, Sepahijala , Govt. of Tripura (on behalf of the Governor of Tripura) from the valid experienced , reputed , registered bidders for supply of various **“Office Stationaries”** 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 17/01/2019 to 23/01/2019 from 10.00 AM to 4.00 PM , except Govt. Holiday and the box will be opened on the last day at 4.15 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 & residential proof documents as evidence of valid bidder . Any incomplete Tender will summarily be rejected . Specification of **“OFFICE STATIONARIES”** are given below :-

SI No	Name of articles	Rate per unit
1.	Xerox Paper (JK A-4)	
2.	Xerox paper JK (FS)	
3.	Calculator BS-512 VII (Bistec)	
4.	File cover with board	
5.	Paper marker (Flag) (@ Per bundle = 10 packets)	
6.	T-pin	
7.	One time pen (Agni 20/20) black	
8.	One time pen (Goldex Klassy) black	
9.	Register Oxford (4 Number)	
10.	Register Oxford(6 Number)	
11.	Peon Book (Oxford)	
12.	Register Oxford(10 Number)	
13.	Zem Clip	
14.	Tag (Cotton)	
15.	Towel (Small)	
16.	Harpic (Power plus-500 ml)	
17.	Stamp pad ink	
18.	Toner TN-118 (Konica Minolta)	
19.	Cartridge – 925 (Canon)	
20.	Cartridge – 925 (Lapcare)	
21.	Dettol (500 ml)	
22.	Godrej Aer Home Air Freshner Spray	

The Following Terms and Condition shall apply

1. Quotation should be submitted as per norms and specifications mentioned above .
2. The price quoted should be inclusive of all taxes .
3. Specification as well as the configuration are required to be strictly as per requirement of the indenter.
4. **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.**

5. 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 .
6. Materials should be recently manufactured and with at least 1(one) year manufacturing warranty .
7. The sealed cover envelope shall be superscripted by the expression **"OFFICE STATIONARIES"**.
8. Supply should be completed within 10(Ten Days) at Block Head quarter from the date of receipt of supply order .
9. Bill will be raised in triplicate by obtaining certification from GENERAL Store –in-charge for quality checking .
10. 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 .
11. 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 for kind information & with a request to publish in single insertion of tender in 3 (three) local dailies.
2. Email to portal.tripura@gmail.com with a request to arrange floating the Tender in www.tripura.gov.in
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