

NO. F. 3(1)/BDO/JMP/CASH/ TENDER/2016-17/ 191-94  
GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
JAMPUI HILL R.D BLOCK, VANGHMUN: NORTH TRIPURA.

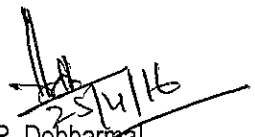
Dated: 25/04/2016

NOTICE INVITING TENDER

On behalf of the Governor of Tripura, the undersigned invites Notice Inviting Tender (NIT wise) for office stationery and other related official items (for the year 2016-17) up to 3.00 PM. of 10<sup>th</sup> May, 2016 (office hours and days only) from resourceful, bonafide and eligible bidders. Details of Notice Inviting Tender and terms and conditions may be inspected by the interested bidders up to 09<sup>th</sup> May, 2016 (office hours and days only) in the office of the undersigned. Bidders should quote the rates as per prescribed proforma in the Non-Judicial stamp paper of worth as shown below. The Tender document will be open at 3:30 pm on the last date of submission of Tender, if possible. Otherwise, the same will be open in the subsequent working day.

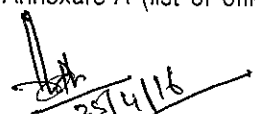
Interested bidders should also submit required documents and earnest money (to be deposited in the shape of D/Call in favour of the undersigned drawn from any Nationalized Bank of India) along with the tender as shown in below. Any incomplete bid should summarily be rejected. Tender should only be dropped in the specific tender box kept in the office chamber of the undersigned. Tender Form may be purchased from the office of the undersigned on cash payment of **Rs.10/- (Rupees Ten)** only (Non-refundable) up to 09<sup>th</sup> May, 2016 (office hours and days only).

Sl. No.	Name of the item	EMD/Value of Non-Judicial stamp paper (Non-refundable)	Enclosures
1	2	3	4
1.	Office Stationery and other related official items A list (Annexure-'A') enclosed with this NIT.	Rs.5000/- (Rupees five thousand)only/ Rs.10/- (Rupees Ten) only.	Attested photo copy of Valid License & PTC/STCC/ PAN/VAT clearance certificate of last Financial year.

  
[A.R. Debbarna]  
Block Development Officer  
Jampui Hill R.D. Block,  
Vanghmun, North Tripura.

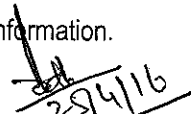
TERMS AND CONDITIONS FOR BIDDING

1. The lowest quotationer will have to be supplied the items as per supply order within 7 (Seven) days from the date of receipt of supply order from the office of the Block Development Officer, Jampui Hill R.D. Block, North Tripura. If supplier fails to supply the item as per requirement within 7 (Seven) days the security money as deposited in the shape of deposit-at-call will be forfeited.
2. The lowest quotationer will have to supply the ordered materials as per specification already indicated in NIT. No inferior or duplicate materials will be entertained by the office of the Block Development Officer, Jampui Hill R.D. Block, North Tripura. In case of such supply the D-call money (Security Deposit) will be forfeited as usual course and BDO's office, Jampui Hill R.D. Block 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 BDO's office will arrange procurement of fresh rate irrespective of currency of present NIQ.
4. In case any materials damaged/inferior quality, BDO'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 may 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 stationery mentioned in Annexure-A (list of office stationery) even after finalization of rate and bidder, if necessary.

  
[A.R. Debbanna]  
Block Development Officer  
Jampui Hill R.D. Block,

Copy to:-

1. The District Magistrate & Collector, North Tripura for kind information.
2. The Sub-Divisional Magistrate, Kanchanpur, North Tripura for kind information.
3. The Director, ICA Department, Agartala, West Tripura for kind information & with a request for arranging single insertion of tender in 3 (three) bengali local dailies.
4. The Chairman/, BAC, Jampui Hill R.D. Block for information.
5. The Block Development Officer, Damcherra/Panisagar/ Kadamtala/Jubaraj Nagar/ Dasda, R.D. Block with a request to display NIT in their Notice Board.
- ✓ 6. The District Informatics Assistant (e-mail: [tridmn@nic.in](mailto:tridmn@nic.in) ), NIC, attached to office of the DM & Collector, North Tripura District, Dharmanagar, for information & with request to float the tender documents in the official website [www.northtripura.nic.in](http://www.northtripura.nic.in) & [www.tenders.gov.in](http://www.tenders.gov.in).
7. Email to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to arrange floating the Tender in [www.tripura.gov.in](http://www.tripura.gov.in)
8. The Auditor Jampui Hill R.D. Block for information & N/A.
9. All J.E's/Section In-Charge/Cashier/General Store-Keeper of this Block for information and necessary action.
10. The Superintendent of Agriculture/Superintendent of Fisheries KCP for favour of information.
11. Notice Board of this Office.

  
[A.R. Debbanna]  
Block Development Officer  
Jampui Hill R.D. Block

To  
The Block Development Officer  
Jampui Hill R.D. Block  
Vangmun, North Tripura

Sub:- Submission of Tender for the office stationery and other related official items along with necessary enclosures, Earnest Money Deposit and other document.

Ref :- NO. F. 3(1)/BDO/JMP/CASH/2016-17/ .....

Dated: .....

Sir/Madam,

In response to above, I am submitting the rates for the items as per Terms & Conditions of the NIT, mentioned above in your prescribed format.

Following particulars are also furnished below for your perusal and necessary action.

1. Bidder's detailed mailing/ Postal Address including phone No. :-
2. Address of Selling Unit :-
3. Detail of Earnest Money Deposit :-
4. List of Enclosures :-

1. DECLARATION: - I do hereby declare that I have personally gone through the relevant DNIT in details and understood all the clauses, terms & Conditions and agreed to abide by them to.

Yours faithfully,

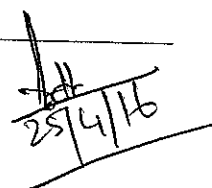
Encl :- As stated.

(Full Signature of bidder with date & seal if any)

LIST OF OFFICE STATIONERY

Annexure-A

Sl. No.	A. Category	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs.(Per Unit.)
1.	Printer Cartridge (88A)	Pro Dot			
2.	Printer Cartridge (88A)	HP			
3.	Printer Cartridge (12A)	Pro Dot			
4.	Print Smart (88A) Laser Toner Cartridge	Club Laptop.com			
5.	Canon image Class (MF3010)	Canon			
6.	Register-No.4	OXFORD			
7.	Register-No.6	OXFORD			
8.	Register-No.8	OXFORD			
9.	Register-No.10	OXFORD			
10.	Register-No.20	OXFORD			
11.	Register-No.30	OXFORD			
12.	Ledger Book	OXFORD			
13.	Room Freshner	Goodrej			
14.	Bill Register (binding)	Good Quality			
15.	Receipt Register (binding)	Good Quality			
16.	Dispatch Register (binding)	Good Quality			
17.	Attendance Register (binding)	Good Quality			
18.	Acquaintance Rule Register (binding)	Good Quality			
19.	Stock Register No.24	OXFORD			
20.	Ledger Book ( No.20)	OXFORD			
21.	Ledger Book ( No.10)	OXFORD			
22.	Xerox paper (A4 size)	JK sparkle			
23.	Xerox paper (A4 size)	Images			
24.	FAX Paper ( FAX roll paper)	Good quality			
25.	Xerox paper legal size	JK Sparkle			
26.	Xerox paper legal size	Images			
27.	Scissor	Good quality			
28.	Towel (White)	Good quality			
29.	Cup Plate	Milton			
30.	Door Mat (Papush).	Good quality			
31.	Dettol Hand Wash	Dettol			
32.	Ceiling Fan	USHA			


  
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33.	Bulb (C.F.L) 18 w.	PHILIPS			
34.	Tube Light (Fluorescent Tube)	PHILIPS			
35.	Computer Extension Cord	Good quality			
36.	Pure-it Battery	Eveready			
37.	Plastic Folder	Good quality			
38.	Eveready Battery	Eveready			
39.	Good Night Liquid	Good night			
40.	Highlighter Pen	Good quality			
41.	Pilot Hi-Techpoint 05	Luxor			
42.	Pen drive 8 GB	Kingston			
43.	Stapler Machine	Kangaroo			
44.	Stick-eee Note Pads	Good Quality			
45.	Room Freshener	Odonil			
46.	Measurement Book	OXFORD			
47.	Field Book	OXFORD			
48.	Measurement Tape (50 mtrs)	Good quality			
49.	BIN Card	Good quality			
50.	Gate Pass Book.	OXFORD			
51.	Cellotap curter	Good Quality			
52.	Red Salu (Cloth)	Good Quality			
53.	Calculator OT-1600T (120 step check & Correct Auto Replay, 12 Digit)	ORPAT			
54.	Manual Calling Bell	Good Quality			

Sl. No	B. Category	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
55	Dot pen One Time	AGNI			
56	Envelop (big Size)	Good quality			
57	Envelop (Small Size)	Good quality			
58	Alpin	Good quality			
59	Eraser	Good quality			
60	Cotton Thread	Good quality			
61	Clip Board	Good quality			
62	Gum Pot	Good quality			
63	Cover File	Good quality			
64	Flag Stick	Good quality			
65	Cello Tape	Good quality			
66	Stapler Pin	Good quality			
67	Suzan	Good quality			
68	Tag	Good quality			
69	Correction Pen	Good quality			
70	Duster Cloth	Good quality			

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71	File cover & Board	Rajdoot			
72	James Clip	Good quality			
73	Water sponge	Good quality			
74	Knife	Good quality			
75	Lock & key 7 lever	linc			
76	Note Sheet	Good quality			
77	Peon book	OXFORD			
78	Naphthalene	Good quality			
79	Dak Pad	OXFORD			
80	Stamp pad	Apollo			
81	Pad Ink	Apollo			
82	Note Pad (VIP)	Apollo			
83	Note Pad (Ordinary)	Apollo			
84	Candle	Good quality			
85	Spoon	Good quality			
86	Stick for Binding With cover	Good quality			
87	Sketch pen	Good quality			
88	Dustbin PVC	Good quality			
89	Carbon Paper (420x430 mm)	Good quality			
90	Carbon Paper (210x330 mm)	Good quality			
91	Wooden pencil	HB			
92	Engagement Pad	Rajdoot			
93	Water Glass	Milton			
94	Water Glass Lid	Milton			
95	Three Quarter Dish	Good quality			
96	Pencil Battery	Eveready			

Sl. No.	C. Category	Brand	Unit	MRP Rs. (Per Unit).	Quoted Rate Rs. (Per Unit.)
96	Flower broom	Good quality			
97	Stick Jharu (Flower)	Good quality			
98	Harpic	Harpic			
99	Phenyle	Good quality			
100	Toilet brush	Good quality			
101	Plastic Bucket	Good quality			
102	Jute sutle	Good quality			
103	UPS	Intex			
104	Tray	Good quality			
105	Computer keyboard	HP			
106	Computer mouse	HP			
107	White Markin Cloth	Good quality			
108	Charger Light	Good quality			
109	Vehicle Log book	Good quality			
110	White Permanent Marker	Camlin			
111	Black Permanent Marker	Camlin			

*[Handwritten signature]*  
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