

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
DAMCHERRA R. D. BLOCK, NORTH TRIPURA**

[Dated, Damcherra, The 4<sup>th</sup> April, 2018

No.F.13(2)/BDO/DMC/NAZ/2018-19/19255

**SHORT NOTICE INVITING QUOTATION**

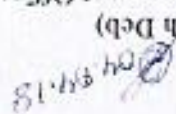
On behalf of the Governor of Tripura the undersigned invites Short Notice Inviting Quotation (SNIQ) for supply of office stationeries and other related/petty materials for the Financial Year (2018-19) from local registered traders/cooperatives dealing in the items listed in Annexure-A, B & C.

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has to attach D-Call amounting Rs. 5,000/- (Rupees Five thousand) only in favour of the Block Development Officer, Damcherra R. D. Block, North Tripura from any Bank payable at Damcherra.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Officer, Damcherra R.D. Block on and from 19<sup>th</sup> April to 25<sup>th</sup> April, 2018 up to 3:00 PM (working Days).

The quotation will be opened on 25<sup>th</sup> April, 2018 at 4:00 P.M. 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 Items	EMD	Enclosures
1	Office stationeries and other related/petty materials	Rs 5000/-	Assesed photo copy of 1. Permanent Account Number 2. GST Registration certificate 3. Shop/store registration certificate 4. Trade License (If applicable) 5. Bank Pass Book 6. ADHAR card (without enclosures bid will not be accepted)
	& C with this SNIQ) (Enclosed in Annexure A, B		

  
 (Pijush Deb)  
 Block Development Officer  
 Damcherra R. D. Block : North Tripura.

### TERMS & CONDITIONS

1. The lowest bidder shall sign an agreement with the Block Development Officer, Damahehra R. D. Block within 7 days of receipt of offer. If fails to do so, the 2<sup>nd</sup> lowest bidder may be awarded the contract, if found suitable.
2. The selected supplier shall have to supply the items to the Office of the Block Development Officer, Damahehra R. D. Block within 5 days of receipt of every supply orders. If fails, the undersigned may give chance to the supplier to supply the ordered items within another few days or security money in the shape of deposit-at-call may be forfeited or the agreement may be cancelled.
3. The lowest bidder shall have to supply the ordered items as per specification indicated in Annexure-A, B & C. If any inferior, duplicate or damaged item intended for supply is found, it shall be outright rejected by the undersigned and the supplier shall replace such item within 3 days.
4. In case the inferior/damaged/duplicate item is supplied unnoticed but detected later, the undersigned shall inform the supplier immediately and the item shall be replaced within 7 days by the supplier. If the supplier refuses to replace such item, the undersigned may forfeit the security money (D-call).
5. No item/materials shall be accepted beyond the supply order and agreed rates of materials.
6. In case of high fluctuation of rates in the market during the contract period, the B/D reserves the right to cancel the agreement and may call a fresh tender with intimation to the supplier.
7. All statutory deductions shall be made from bills, i.e., payment shall be inclusive of taxes.
8. Any item may be struck off/put by the undersigned from Annexure A, B & C (list of materials) even after finalization of rate and bidder.
9. The undersigned reserves the right to cancel the whole affairs without giving prior notice/information to the supplier, if necessary.
10. The contract shall be for the financial year 2018-19 (up to 31<sup>st</sup> March, 2019) extendable for another term.

Copy to:-

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, Agartala for favour of kind information with a request for a single insertion in 3 (Three) local dailies (Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmnagar for favour of kind information with a request to display in the Notice board.
3. The Sub-Divisional Magistrate, Pansagar/Dharmnagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Pansagar/Jampui/Dasda/Lajuri/Jubarnagar/Kalachehra/Kadamtala R. D. Block, for information with a request to arrange for display the notification in the notice board.
5. The DIA, North Tripura (e-mail- [widm@nic.in](mailto:widm@nic.in)) for information with a request to upload in Tripura State Portal and North District official website.
6. The Tripura State Portal ([portal.tripuram@gmail.com](http://portal.tripuram@gmail.com)) with a request to float the quotation at Tripura Portal, [www.tripura.gov.in](http://www.tripura.gov.in).
7. Notice Board of this Office.

Damahehra R. D. Block, Dhalai.  
Block Development Officer  
(Piyush Deb)

Damahehra R. D. Block, North Tripura  
Block Development Officer  
(Piyush Deb)

(Prescribed pro-forma)

To

The Block Development Officer

Damcherra R.D. Block

Panisagar Sub-Division, North Tripura

Subj: Submission of tender for supply of office stationery and other related/petty materials along

with necessary documents and EMD.

Ref No.F.13(2)/BDO/DMC/NAZ/2018-19/\_\_\_\_\_

Dated 04/04/2018.

Sir,

In response to the above, I am submitting the rates for items listed in the Annexure-1 of the NIT as per terms and conditions:

1) My address:

2) My Mobile No:

3) Address of shop:

4) EMD detail:

5) List of enclosures:

DECLARATION: I do hereby declare that I personally gone through the DNTT and understood all the clauses, terms & conditions and agreed to abide by it.

Dated:

Enclosure: As stated

Yours faithfully

(Signature of bidder  
with date and seal, if  
any)

LIST OF ITEMS/MATERIALS (Computer Accessories)

Annexure-A

Sl. No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees (Per unit)
1	Computer Monitor (18.5/19.5 inch)	HP/Dell			
2	Computer Mouse	HP/Dell			
3	Computer Key Board	HP/Dell			
4	Computer Key Board Mouse Set	HP/Dell			
5	Computer UPS	Numeric/Luminous			
6	Scanner	Canon			
7	Mother Board 1 <sup>st</sup> Generation	Asus/Zebtronc/Gigabyte			
8	Mother Board 2 <sup>nd</sup> Generation	Asus/Zebtronc/Gigabyte			
9	Mother Board 3 <sup>rd</sup> Generation	Asus/Zebtronc/Gigabyte			
10	Processor (Pentium)	Intel			
11	Processor (DDR 2)	Intel			
12	Processor (DDR 3)	Intel			
13	RAM 1 GB	Samsung/Toshiba			
14	RAM 2 GB	Samsung/Toshiba			
15	RAM 4 GB	Samsung/Toshiba			
16	SMPS	Good Quality			
17	Computer Printer P-1008	HP			
18	Cartridge 278 A starter	Lapcare/Prodor			
19	Cartridge 1500L	UV Office Supplies			
20	Cartridge 49A	Lapcare/Prodor			
21	Cartridge 88 A	Lapcare/Prodor			
22	Cartridge 35 A	Lapcare/Prodor			
23	Cartridge 12A	Lapcare/Prodor			
24	Anti Virus (Total Security)	Single User			
25	Anti Virus (Total Security)	Three User			

LIST OF ITEMS/MATERIALS (Office Stationery)

Annexure-B

Sl. No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees (Per unit)
1	Stapler (24/6)	Kangaro			
2	Stapler (10)	Kangaro			
3	Stapler pin (24/6)	Kangaro			
4	Stapler pin (10)	Kangaro			
5	Single Punch	Kangaro			
6	File Cover with board	Rajdoot/Star			
7	Tag (Cotton)	Good Quality			
8	Register No-4	Ipsita/Delux			
9	Register No-6	Ipsita/Delux			
10	Register No-8	Ipsita/Delux			
11	Register No-10	Ipsita/Delux			
12	Toilet Cleaner (500 ML)	Harpic			
13	Toilet Brush (1.5 ft.)	ISI Marked			
14	Pencil Battery	Eveready			
15	White Ink Correction Pen (7 ML)	Kores			
16	Glue Sticks (8gm)	Kores			
17	Highlighter Pen	Camlin/Kores			
18	Room Freshner (100 ML)	Good Quality			
19	Permanent Marker	Good Quality			
20	Stamp Pad (Big Size)	Camlin/Kores			
21	Stamp Pad (Small Size)	Camlin/Kores			
22	Phenyl (black 500 ML)	Good Quality			
23	Phenyl (white 500 ML)	Good Quality			
24	Alpin (Box)	Good Quality			
25	Copier Paper (75 GSM)	JK			
26	Scissor (12 Inch)	Good Quality			
27	Plastic Folder	Good Quality			
28	Mosquito Liquid	Mortean/Good night			
29	Note Pad (20 Pages)	Good Quality			
30	Calculator SC-1405EX	Samay			
31	Envelope (A" X 10")	Good Quality			
32	Envelope (6" X 12")	Good Quality			
33	Envelope (12" X 15")	Good Quality			
34	Ledger Book No-20	Good Quality			
35	One Time Dot pen	Smart Gel			
36	Gum (100 ML)	Good Quality			
37	Hand Wash (200 ML)	Dettol			

LIST OF PRINTING MATERIALS

Annexure-C

Sl. No.	Name of item	Unit	Qty	Quoted rates in Rupees (Per unit)
1	Bill Register (200 pages)			
2	Received Register (200 pages)			
3	Despatch Register (200 pages)			
4	Attendance Register (100 pages)			
5	Aquittance Roll (200 pages)			
6	Stock Register (200 pages)			
7	FTO Register (200 pages)			
8	Asset Register (200 pages)			
9	Printing A4 Size(Single Side)			
10	Printing A4 Size(Both Side)			
11	Printing Legal Size(Single Side)			
12	Printing Legal Size(Both Side)			
13	Printing A3 Size(Single Side)			
14	Printing A3 Size(Both Side)			
15	Cost of Binding (100 pages)			
16	Cost of Binding (200 pages)			